

## **AGENDA**

### **BOARD OF MAYOR AND ALDERMEN**

**November 3, 2004**

**7:30 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)**

1. Mayor Baines calls the meeting to order.
2. The Clerk calls the roll.
3. Update on flu vaccine situation by Health Department representatives.

### **CONSENT AGENDA**

4. Mayor Baines advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.

### **Approve Under Supervision of the Department of Highways**

- A. PSNH Pole Petition #11-1025 located on Candia Road and East Industrial Park Drive;  
PSNH Pole Petition #11-1026 located on Bryant Road;  
PSNH Pole Petition #11-1027 located on South Willow Street; and  
PSNH Pole Petition #11-1028 located on Waverly Street.

### **Informational – to be Received and Filed**

- B. Minutes of a meeting of the Mayor's Utility Coordinating Committee held on October 20, 2004.

- C. Minutes of a meeting of the MTA Commission held on September 28, 2004 and the Financial and Ridership Reports for the month of September 2004.
- D. Communication from the NH Secretary of State submitting the official results of the Fluoride Question which appeared on the September 14, 2004 State Primary Ballot.
- E. Communication from the NH Department of Environmental Services submitting the 2005 Local Government Financial Test for Manchester Unlined Landfill Permit No. DES-SW-TP-97-009.  
*(Note: forwarded to Finance and Highway Departments on 10/21/2004.)*
- F. Communication from Comcast submitting the 3<sup>rd</sup> quarter fee payment of 2004 in the amount of \$274,264.64.
- G. Communication from James and Mary Anne Downs regarding their recent experience at the September 30<sup>th</sup> Bette Midler concert held at the Verizon Wireless Arena (VWA).  
*(Note: forwarded to T. Bechert, General Manager of the VWA on 10/25/2004.)*

**Accept Funds and Remand for the Purpose Intended**

- H. Communication from Randy Sherman, Deputy Finance Officer, advising of the receipt of funds in the amount of \$2,000.00 from the Wal-Mart Foundation for the purchase of exercise equipment and supplies for the Police Department.

**REPORT OF COMMITTEES**

**COMMITTEE ON JOINT SCHOOL BUILDINGS**

- I. Advising that it has approved the use of contingency funds to replace the bleachers and the intercom system at Central High School per Gilbaine's proposal dated October 25, 2004.

**LADIES AND GENTLEMEN, HAVING READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

5. Nominations to be presented by Mayor Baines, if available.

### **OTHER BUSINESS**

6. Report(s) of the Committee on Human Resources/Insurance, if available.  
**Ladies and Gentlemen, what is your pleasure?**
7. Report of the Committee on Lands and Buildings, if available.  
**Ladies and Gentlemen, what is your pleasure?**
8. Report(s) of the Special Committee on Riverfront Activities and Baseball, if available.  
**Ladies and Gentlemen, what is your pleasure?**
9. Communication from Alderman O'Neil relative to the Board's recent vote of October 26<sup>th</sup> setting the tax rate.  
**Ladies and Gentlemen, what is your pleasure?**
10. Communication from Dick Dunfey, Manchester Housing and Redevelopment Corporation, advising of the Board of Trustees approval of a proposal from Brooks Property to acquire and develop the French Hall property located on Hackett Hill Road.  
**A motion is in order to approve sale of French Hall to Brooks Properties subject to terms and conditions in MHRC letter of October 25, 2004.**

### **TABLED ITEMS**

**A motion is in order to remove any of the following items from the table for discussion.**

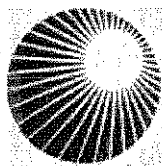
11. Bond Resolution: **(A motion is in order to read by title only.)**

"Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2005 CIP 811305, Revaluation Update Project."

(Tabled 08/03/2004)

**A motion is in order that the Bond Resolution pass and be Enrolled.**

12. Communication from the Board of Assessors requesting all or some measure of dispensation from the 98% spending directive in order to address and resolve several issues.  
(Tabled 10/05/2004)
13. Communication from Leo Bernier, City Clerk, requesting dispensation from the Board's 98% spending directive due to the unanticipated costs associated with both the September and upcoming November elections and requesting that \$9,500 be set aside in contingency funds for this purpose.  
(Tabled 10/05/2004)
14. Rezoning petition submitted by Keach-Nordstrom Assoc., Inc. on behalf of Hanaby Homes, LLC for property located at the northwest corner of Front Street and Hackett Hill Road (TM 767, Lots 4 & 4B).  
(Tabled 10/19/2004 pending report from Planning.)  
*(NOTE: report from Planning dated October 20, 2004 enclosed.)*  
**Following removal from the table, a motion is in order to refer the rezoning petition to a public hearing on Monday, November 22, 2004 at 6:00 PM in the Aldermanic Chambers and to the Committee on Bills on Second Reading.**
15. **NEW BUSINESS**
  - a) Communications
  - b) Aldermen
16. Communication from the Chief Negotiator requesting to meet with the Board for a negotiation strategy session.
17. Mayor Baines calls the meeting back to order.
18. If there is no further business, a motion is in order to adjourn.



**Public Service  
of New Hampshire**

**The Northeast Utilities System**

October 19, 2004

Office of the City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Enclosed for your review are pole license petitions 11-1025, 11-1026 and 11-1027 for poles located in the City of Manchester.

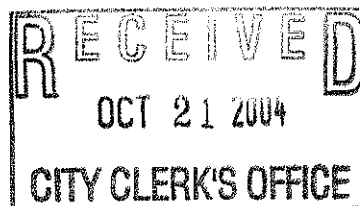
If approved, please have the License section signed by the proper authority. Keep the copy labeled "**CITY**" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting this petition. Please give me a call if you have any questions. I can be reached at 634-3234.

Thank you,

Kerry O'Donnell  
Right of Way Department  
Public Service of New Hampshire  
PO Box 330  
Manchester, NH 03105-9989

Enclosure(s)



A

PETITION AND POLE LICENSE  
PETITION

11-1025

RSUH

Manchester, New Hampshire

October 13, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Re-license sixteen (16) poles, 15/131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 147, and 148 and license two (2) poles, 15/140S and 141-1, located on Candia Road. Re-license one (1) pole, 564/34, and license three (3) poles, 564/29Y, 35 and 37, located on East Industrial Park Drive. All poles located in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: [Signature]

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: [Signature]  
Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-1025, dated June 25, 2002, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

A

PETITION AND POLE LICENSE  
PETITION

11-1026

RSCH

Manchester, New Hampshire

October 13, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Re-license ten (10) poles, 453/1, 2, 3, 4, 6, 7, 8, 9, 10, and 11, and license eight (8) poles, 453/5PB, 12, 13, 14, 15, 16, 17, and 850/Y.

VERIZON NEW ENGLAND, INC.

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-1026, dated May 13, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

A

PETITION AND POLE LICENSE  
PETITION

11-1027

RSVH

Manchester, New Hampshire

October 13, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC., request a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

License one (1) pole, 14/29X, located on South Willow Street in the City of Manchester.

VERIZON NEW ENGLAND, INC.

BY: \_\_\_\_\_

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: \_\_\_\_\_

Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE AND VERIZON NEW ENGLAND, INC. be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE and VERIZON NEW ENGLAND, INC." No. 11-1027, dated October 7, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

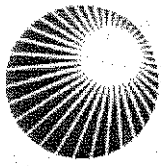
Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

A





**Public Service  
of New Hampshire**

The Northeast Utilities System

October 13, 2004

Office of the City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101-2097

Enclosed for your review is pole license petition 11-1028 for a pole located on Waverly Street in the City of Manchester.

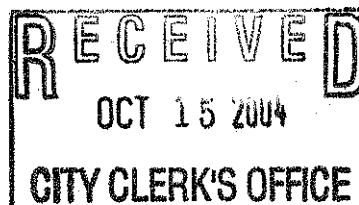
If approved, please have the License section signed by the proper authority. Keep the copy labeled "**CITY**" for your files, and return the remaining copies to me at the address below. All billing should be sent to this same address. If rejected, please return the documents to me with documentation as to why it was rejected so that I may notify our field personnel.

Appreciate your help in expediting this petition. Please give me a call if you have any questions. I can be reached at 634-3234.

Thank you,

Kerry O'Donnell  
Right of Way Department  
Public Service of New Hampshire  
PO Box 330  
Manchester, NH 03105-9989

Enclosure(s)



A

PETITION AND POLE LICENSE  
PETITION

11-1028

ASH

Manchester, New Hampshire

October 13, 2004

To the Board of Selectman of the City of Manchester, New Hampshire.

PUBLIC SERVICE OF NEW HAMPSHIRE requests a license to install and maintain underground conduits, cable and wires, and maintain poles and structures with wires, cables, conduits and devices thereon, together with such sustaining, strengthening and protecting fixtures as may be necessary along, and under the following public ways:

Re-license one (1) pole, 1208/4-1, located on Waverly Street in the City of Manchester.

PUBLIC SERVICE OF NEW HAMPSHIRE

BY: Kerry O'Donnell  
Kerry O'Donnell, Right of Way

LICENSE

Upon the foregoing petition and it appearing that the public good so requires, it is hereby

ORDERED

This \_\_\_\_\_ day of \_\_\_\_\_, 2004, that, PUBLIC SERVICE OF NEW HAMPSHIRE be and hereby are granted a license to erect and maintain poles and structures, with wires, cables, conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, in the public ways covered by said petition. All of said wires, except such as are vertically attached to poles and structures, shall be placed in accordance with the National Safety Code in effect at the time of petition and/or license is granted.

The approximate location of the poles and structures shall be shown on plan marked "PUBLIC SERVICE OF NEW HAMPSHIRE" No. 11-1028, dated May 21, 2003, attached to and made a part hereof.

City of Manchester, New Hampshire

BY: \_\_\_\_\_

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Received and entered in the records of the City of Manchester, New Hampshire, Book \_\_\_\_\_, Page \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_

City Clerk

A

**MAYOR'S UTILITY COORDINATING COMMITTEE**

October 20, 2004

It would be greatly appreciated if a representative from each Department or Utility attend the monthly meetings so that any essential information could best assist and/or work with affected parties.

~ ~ ~ ~ ~

The meeting was called to order by Peter Capano at 10:00 AM.

**MANCHESTER HOUSING AUTHORITY**

Ward

- #3 89 Pine Street – Looking to relocate construction division.
- #2 600 Maple Street – The Gale Home at 600 Maple Street now known as the Mary Gale Apartments, is being rehabbed with an addition to construct elderly apartments. Ready for occupancy in November.
- #4 MHRA is in a joint venture with Southern NH Services to construct 28 units of elderly housing on the vacant lot at #628 Hanover Street. The lot is formerly the Somascan property. \$2.6 million grant received from HUD. David White is the architect. Bids were opened last week, construction scheduled to begin April 2005.
- #11 Brown School – Venture to rehab as elderly housing with addition.
- #2 Old Wellington Rd. – Purchase and Sales o.k.'d by Aldermen for property on Old Wellington Road. Construction is underway.

**STATE PROJECTS**

- #6 Candia Road [Bypass 28-I-93] - NH Department of Transportation has developed ROW plans. A two-year construction period is expected. Advertising for bid in Spring 2005. Utility work is on-going.

B

Ward

- #9 I-293
  - Roads and bridge work from South Willow St. to the Merrimack River bridge has been awarded to George Cairnes & Sons in the amount of \$13,176,000 is under construction. The Brown Ave. widening and signals are nearing completion.
  - Phase 3: Continental Paving has begun the last phase of widening from S. Willow to I-93 split.
- #11 Granite St./F.E. Everett Trnpk Imprv.
  - The Department of Transportation has hired CLD Engineers to complete the design and dovetail ramp work with the City's widening of Granite Street. Work will be performed in two phases: Granite Street work will be re-bid this Spring combining City bridge work with State bridge work.
- #8 Airport Access
  - The NH Department of Transportation's preliminary design is progressing. Some building demolition will take place this year. Construction is expected to begin late 2005. The project will be split into multiple contracts and construction is expected to take be complete in 2009.

PLANNING/BUILDING

SUBDIVISIONS

- # 1 Jennas Way
  - 11-lot planned development off Hamel Dr. is underway.
- #12 Legacy Dr.
  - 11 lot subdivision located between Straw Rd. and Goffstown Road, base pavement is down.
- #9 Brown Ave.
  - Proposed Dunkin' Donuts has Planning Board approval.
- #2 721 Mammoth Rd.
  - Three buildings containing 9 units approved by Planning Board. A building permit has been issued, work is underway.
- #8 Bryant Road
  - Approved for both condos (56) single family housing (34). Ashwood development with Keach Nordstrom Engr. Severino Constr. has installed base pavement and curbing along existing road and base pavement on extended Bryant Road. Construction well underway on units.
- #12 Woodland Pond
  - 77 lot subdivision for single family homes approved with roads off Countryside Blvd. Work has begun in Phase 2.

B

- 2 -

Ward

- #12 Cedar Ridge - 35-lot subdivision off Hackett Hill Rd. A portion of the Woodland Pond Subdivision sold to Reggie Moreau. Work has begun on utilities.
- #8 270 Stanton St. - 4 new lots approved by Planning Board. Utility work underway.
- #2 820 Wellington Rd. - Walnut Terrace is under construction, eight-lot subdivision.
- #6 Hobart St. - New 17-lot subdivision proposed.

SITE PLANS

- #10 394 2<sup>nd</sup>. St. - Families in Transition to rehab mill building for housing and retail approved by Planning Board.
- #5 310 Wilson St.  
(Vista Foods) - Shopping center rehab. – 73,000 SF, new overall 171,000 S.F. has Planning Board approval. Demolition to begin next month. Foundation work to follow.
- #2 166 LaGrange Ave. - Islamic Society Mosque – 13,000 SF approved by Planning.
- # 9 Manchester Commons - Loring St., Faltin Drive & Upton Lane – approximately 150,000 s.f. of retail and office development underway. Shaws' Supermarket now open. Other buildings under construction. Purchased home on Lingard St., will construct. New building for office space.
- #3 Bridge/Elm Sts. - Manchester Place Apartment building and parking garage. Steel is being erected.
- #1 2233 River Rd. - Synagogue/Temple proposed at intersection of Bicentennial Drive has Planning Board approval
- #10 Carisbrooke - 38 Apts. proposed for steel frame building, approved by Planning Board. Building permit has been issued.
- # 8 1300 S.Porter St. - 150,000 S.F. Furniture World was approved by the Planning Board. Clearing work has begun.
- #9 Shasta @ Beech  
@ Cilley Rd. - Proposal to convert 2-story bldg. to retail/wholesale.

B

**Ward**

- #3 795 Elm St. - Rehabilitation underway, at Merrimack Street.
- #1 River Road - New housing for residents at YDC. Work is underway, N. Branch is construction manager.
- #2 1250 S. Willow St. - Hummer dealership approved by Planning Board. Work is well underway.
- #5 Elliot Hospital - Daycare Center off Massabesic St. for hospital employees has Planning Board approval.
- #2 845 Mammoth Rd. - Three story, 10 unit building approved by Planning Board.
- #1 Hanaby Way - 10 lot planned development off Bicentennial Rd. is underway.
- #3 Fisher Cats - City baseball stadium groundbreaking off S.Commercial St. Work is underway. Payton is construction manager.
- #3 25 Brook St. & 15-19 Temple Ct. - One new 8-unit building and conversion of 25 more into housing approved by Planning Board. Building is underway.
- #12 3 Country Club Drive - New eighteen unit apartment building underway.
- #6 Bridge St. - 8-lot planned subdivision immediately east of I-93 has been approved by Planning Board.

Water Works Projects

**Water Main Construction - Water Works (In Town)**

- |                                  |                   |             |
|----------------------------------|-------------------|-------------|
| 1) Kidder – Elm St. to Canal St. | 710' of 6" D.I.P. | 7/26 – 8/11 |
|----------------------------------|-------------------|-------------|

**Large Valve Replacement – Water Works**

- |                 |                     |           |
|-----------------|---------------------|-----------|
| 1. Proctor Road | 20" Butterfly Valve | Oct. 2004 |
| 2. Candia Road  | 20" Butterfly Valve | Oct. 2004 |

B

Ward

**NH D.O.T. PROJECTS – by Water Works**

- |                   |           |
|-------------------|-----------|
| a) Candia Road    | '05 & '06 |
| b) Granite Street | Fall '04  |
| c) Allard Drive   | 2005      |

**PARKS & RECREATION PROJECTS**

**P&R PROJECTS - FY'04**

- # 8 Clement M. Lemire Athletic Complex    - Phase 1 improvements to include the central area of the Clem Lemire Sports Complex including the new synthetic multi-sports field, 400 meter running track, parking area along the Jewett Street side of the field and general site improvements. Work is well underway.
  
- #5 Racó-Theodore Pool Project    - Design/Engineering funds were approved to develop plans for improvements identified in the 1997 study of this aquatic facility. Funding was appropriated in the the current CIP budget for the pool project, design is underway with construction in the fall.
  
- #4 Derryfield Park    - Construction of soccer field, (6) tennis courts, softball fields rehabbed planned.

**Community Development Block Grant Projects**

- #9 Bakersville Elementary School    - Bids were received for the playground and school site improvements. Work will include replacement of the playground equipment, expansion of the staff parking lot and general site improvements.

B

Ward

- #3/5 Sheridan-Emmett Park - Bids were received for the park area between Union Street and Pine Streets. Work is underway and will include replacement of the playground equipment, fencing and expansion of the Community Garden.

Other Grant & Planning Projects (FY 2004)

- Urban Forestry  
USDA Grant* - The City received a grant from USDA Forest Service to address tree maintenance in the Millyard and Valley Cemetery. Work included tree removal, pruning and tree planting.
- Hazard Tree  
Removal Project* - The second year of appropriations to develop specifications to contract removal of older hazardous trees in the City. This past year approximately 50 hazardous trees were removed from City right-of-ways. Work is underway.
- Watershed Grant  
Piscataquog River  
Park* - A Section (319) grant from NH Department of Environmental Services was awarded to the City to create a "watershed sensitive" parking lot and trailhead with informational kiosk.
- #10 Piscataquog  
Trailway, Phase II* - Grant funding for Phase II has been approved by the NH Department of Transportation for a Transportation Enhancement (TEA) project. This will involve continuation of the trail from South Main Street to the West Side Arena. Authorization of funds will begin in the Fall of 2003. In design by VHB.
- #11 Jr. Deb Field* - Rehab of Jr. Deb field behind West Side Arena.
- #9 South Manchester  
Rail Trail* - Grant funding for the initial project has been approved by the NH-DOT for a congestion Mitigation and Air Quality (CMAQ) project. This will involve planning, design and construction of a recreational trail along the former Manchester and Lawrence Branch Railroad, from Spring Garden Street to Goffs Falls Road. The trail will link neighborhoods along South Beech Street with Precourt Park. Authorization of funds will begin in the Fall of 2003. Berger Engineers have been chosen as design consultants.

B



- 6 -

**Ward**

- #8 Brown/Mitchell Park - Playground to be installed at Brown Ave. and W. Mitchell Street.
- Valley Cemetery Rehabilitation* - Grant funding from the Land and Community Heritage Investment Program (LCHIP) was approved this Spring. A total of \$400,000 is designated to begin the Phase 1 work, which will be done through (2) bids, Fence Rehabilitation and Gate Environs.
- #1 Stark Park - Master Plan to be produced. Some brush to be removed by Contractor.
- Pine Grove Cemetery Master Plan* - A Master Plan was recently completed for the Mausoleum and Lake Environs. This project focused on the need to develop alternative burial methods including cremation garden, scattering grounds and niche burials. The department will seek funding in the next CIP budget to begin work on the Master Plan.
- #10 Piscataquog River Park - Dubois & King designing rehab of baseball/football fields with lighting relocated from Singer Park. Work done next year.
- # 4 Derryfield Country Club - New clubhouse plans submitted to Building Dept. for review.

|                                    |
|------------------------------------|
| <b>HIGHWAY DEPARTMENT PROJECTS</b> |
|------------------------------------|

**Construction Projects**

- # 6 Candia Rd. Dry Sewer - Sewer plan is ready to be bid and built in 2005 as part of the first year of the Department of Transportation's project.
- #10 CSO-4 - Some paving and clean-up remains.
- # 4 Lowell St. - Beech to Maple reconstruction is "on hold".
- # 3 Merrimack St. - Chestnut to Union awarded to R.M. Piper. Work is well underway.
- #12 Goffstown Back Rd. - Possible reconstruction from Coolidge Ave. to Cemetery.

B

- 7 -

**Ward**

- #10 CSO-5 - So. Main North \$4.5 million dollar project underway.
- # 6 Mission Ave. - Upgrade work is underway.
- # 2 Wellington Rd.  
@ Old Wellington Rd. - Expansion of signalized intersection at Eddy Roy Rd. to 4-way to allow traffic from Old Wellington Road.
- #12 Stark Lane - Reconstructing from Stark Way to end is underway.
- #3 Pine St. - Milling and resurfacing Bridge St. to Webster Street.  
Base installed, topcoat to be installed next week.
- #4 Bridge St. - Milling and resurfacing Ashland St. to Maple Street.  
Base installed.
- #3 Kosciuszko St. - R.M. Piper to continue sidewalk project down to "Wild Rover" and "Manchester Music".

**MANCHESTER AIRPORT**

- #8 FAA Aircraft  
Traffic Control Tower (ATCT) - Project underway. Construction Mgr. is Harvey Construction Co., Inc. Completion due 2006.
- #8 Woodlawn Rd. - Surface parking lot is out for bid to prequalified bidders only.  
Preconstruction meeting was held last week. Continental Paving to perform work. Completion slated for 11/19/04.
- #8 Winston St. - Project is "on hold".

**KEYSPAN ENERGY DELIVERY**

- #3 S. Commercial St. - *Work related to River Cats Stadium.*
- #10 Second St. - Granite to Cleveland Street – new main coming in Oct.
- #4 Lowell St. - *Central HS work to be completed soon.*

B

- 8 -

Ward

## PSNH

#5 Elliot Hospital – Extensive overhead work in vicinity of Hospital beginning on Cypress, Nelson, Tarrytown Rd. underway. 33 poles to be replaced.

#1 YDC - N.River Rd. to Union to YDC bringing 34.5 Kv service to site.

## MANCHESTER TRAFFIC DEPARTMENT

#3/5 Union/Lake - Reconstruct signals. N.E. Signals starting soon.

## VERIZON

#6 Candia Rd. – Massabesic Circle to I-93. Cable relocation underway.

#3 *S.Commercial St. – New manhole and 800 L.F. of conduit to be installed onto Fisher Cats stadium site.*

**NEXT MEETING:** The next MUCC meeting has been scheduled for Wednesday, November 17<sup>th</sup> 2004 at 10: 00 AM in the **Conference Room, second floor**, at the Manchester Water Works.

B

| <u>Attended</u> | <u>Contact List</u>  |  |
|-----------------|----------------------|--|
|                 | Ms. Janet Kelliher   | PSNH 882-5894 X5230                    |
|                 | Mr. Karl Franck      | Building Dept. 624-6475                |
|                 | Mr. Jay Davini       | Manchester Highway Dept. 624-6444      |
|                 | Mr. Guy Chabot       | Manchester Water Works 624-6494        |
|                 | Mr. Jim Masson       | Traffic Department 624-6580            |
|                 | Mr. Andy Bernier     | Keyspan 641-0572                       |
| x               | Mr. Chris Blue       | Fire Department 669-2256               |
|                 | Mr. Steve Morin      | Fire Department 669-2256               |
|                 | Mr. Mike Venti       | Airport Authority 624-6539 X318        |
|                 | Mr. Ken Yergeau      | Info Systems 624-6577                  |
| x               | Mr. Jim Hoben        | Traffic Department 624-6580            |
|                 | Mr. Jody Rivard      | Manchester Fire Dept. 669-2256         |
|                 | Mr. Chuck DiPrema    | Parks & Recreation Dept. 624-6565 X315 |
| x               | Mr. Matt Wietecha    | Verizon 645-2703                       |
| x               | Mr. Terry Harlacher  | Planning Department 624-6450           |
| x               | Ms. Betty Hackett    | Verizon 645-2713                       |
| x               | Mr. Jim Findlay      | Keyspan 231-4970                       |
|                 | Mr. Max Sink         | Building Department 624-6475           |
| x               | Ms. Amanda Parenteau | MHRA 624-2111                          |
|                 | Mr. Frank Carey      | Comcast 633-4266                       |
| x               | Mr. Tim Dent         | Comcast 679-5695 X1013                 |

NOTE: NEW projects for the month will be *italicized/bold* printed.

B

**MANCHESTER  
TRANSIT AUTHORITY**

110 ELM STREET, MANCHESTER, N.H. 03101-2799  
TELEPHONE: (603) 623-8801 • FAX: (603) 626-4512  
[www.mtabus.org](http://www.mtabus.org)



JOHN H. TRISCIANI, CHAIR  
DAVID F. JESPERSEN, VICE CHAIR  
EUGENE E. BOISVERT  
JULIE A. GUSTAFSON  
JOSEPH J. DESELLE

DAVID SMITH  
EXECUTIVE DIRECTOR

October 27, 2004

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Leo,

The MTA Commissioners held a Commission Meeting on Tuesday, October 26, 2004. Enclosed are the approved Minutes of our September 28, 2004 Commission Meeting, as well as the Financial and Ridership Reports for the month of September 2004.

The next scheduled Commission Meeting will be Tuesday, November 30, 2004 at 5:00 PM.

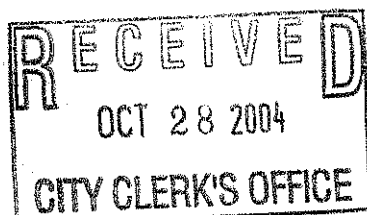
If you should have any questions, please feel free to contact me at extension 612.

Very truly yours,

David Smith  
Executive Director

DS:cr

Enclosures



2

**MANCHESTER  
TRANSIT AUTHORITY**

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JOHN H. TRISCIANI, *CHAIR*  
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EUGENE E. BOISVERT  
JULIE A. GUSTAFSON  
JOSEPH J. DESELLE

DAVID SMITH  
*EXECUTIVE DIRECTOR*

**Manchester Transit Authority**

**September 28, 2004 Commission Meeting**

**MEMBERS PRESENT:**

Chairman John H. Trisciani  
Vice Chairman David F. Jespersen  
Commissioner Eugene E. Boisvert  
Commissioner Julie A. Gustafson  
Commissioner Joseph J. Deselle

**PERSONNEL PRESENT:**

David Smith, Executive Director  
Karyn Porter, Assistant Executive Director  
William J. Cantwell, Supt. of Administration  
Evan P. Rosset, Operations Planning Manager  
Paul Beauregard, Shop Manager

1. a. Chairman TRISCIANI called the meeting to order at 5:00 PM.
- b. **Minutes of September 8, 2004 Commission Meeting.** BOISVERT made a motion to approve the Minutes of the September 8, 2004, meeting as presented.  
  
Seconded by GUSTAFSON. All Commissioners in favor.

**MANAGEMENT REPORTS**

2. a. **Financial Report for August 2004.** DESELLE made a motion to approve the Financial Report for August 2004. Seconded by BOISVERT.  
  
**Transit Operation:** CANTWELL reported revenues were \$1,597 (-0.68%) under budget. Operating revenues were \$3,065 (14.88%) over budget. Farebox income averaged \$3,790 per weekly deposit. There was no advertising revenue in August since the check for \$4,319 was received September 4<sup>th</sup>. Expenses were \$3,607 (-1.35%) less than budgeted. Tracking was good with the exception of

timing of expenses, initiation of dental insurance (2 month catch-up), and City department fuel costs are higher than budgeted.

**School Operation:** School revenue was \$523 (3.19%) over budget. The only income received in August was for occasional charter work and payment of summer school special needs runs. Expenses for the month were \$4,186 (-3.25%) less than budgeted. Labor was over budget for training and maintenance parts were over budget in preparation for the opening of school.

The balance sheet was reviewed. TRISCIANI commented that total overtime for school and transit was \$8,513.80. SMITH explained in August we had 2 transit employees out on long-term sickness. In addition, during August most transit drivers know they will be asked to support the school operation so they set up most of their medical appointments, etc. during August to be available for September. CANTWELL instructed the Board on how to track the income statement. He explained under "Operating Assistance, Section 9," in the year-to-date column, we earned \$196,224 against \$203,182 budgeted. He said as long as the Federal drawdown is less than what was budgeted, we are ahead of the budget for the year.

The check journal was reviewed. Questions were answered regarding an employee referral check, a spare operator not reclassified for the spare pay rate, and wages for an employee out on administrative suspension.

CANTWELL stated the aged trial balance is similar to the last meeting. Now that school is in session, the accounting secretary is working with the school administration for payment of delinquent charters. Her results won't be seen until

September 30<sup>th</sup> when the school district's check is received. CANTWELL explained Hannaford's paid their June & July shopping shuttle invoices and are researching May's delinquent invoice. TRISCIANI suggested calling Mr. William Sanders, Business Manager for the School District, and let him handle delinquent school charter invoices. SMITH said there is only \$1,000 over 90 days old and we will eventually collect those funds. All Commissioners in favor of approving Financial Report.

- b. **Ridership/Transit Report for August 2004.** PORTER reported ridership went up 9% as compared to the same month last year. Vista and Hannaford shuttles are doing well. There was no Verizon ridership because they were closed for renovations. Saturday's fixed route ridership was down 19% because of one less service day. Hampton Beach had 2 less passengers than last year, but there was one less service day. SMITH asked PORTER to do a report on the entire season. PORTER reported on StepSaver ridership. There were 901 passenger trips recorded each way, 33 cancellations, and 20 "no shows." She said we are trying to cut down on the "no shows" by communicating that clients need to call ahead to cancel their appointments. In the new transit pick effective August 30<sup>th</sup>, 2004, we added an extra StepSaver run. GUSTAFSON asked if PORTER could do a comparison on StepSaver of either the previous month or same month the year prior. PORTER acknowledged she would put something together for next month.
- c. **School Report for August 2004.** PORTER talked about the driver shortage (as explained in MTA Minutes of September 8, 2004.) She then explained that the majority of the ten school operators who didn't report back to work after summer



vacation had found full-time employment. TRISCIANI understands that the majority of the trainees and drivers who left were because of the driver safety meeting. PORTER responded she was not aware of that reason. SMITH explained the fourteen trainees started to fade away during the first and second week of training. There were several who couldn't get to class on time, two went for testing; one failed and the other did not want to retest. PORTER explained the purpose of the August safety meeting was to discuss the Versatrans software, to explain how it works and show them what their runs would look like. There was also discussion about a policy change of not allowing children on in-town charters. This policy change caused unfavorable commotion, so PORTER sat down with the Union and reinstated the policy. TRISCIANI said another problem encountered during the school year was a driver babysitting for other drivers and bringing her child and the children she was babysitting on the bus with her. PORTER said that practice was immediately addressed and ceased. PORTER explained the bus drivers pick had to be pushed back one week because of the School Boards' decision to rescind the enforcement of the 1.4 mile pickup radius. At the time of the pick, we had 57 morning and 61 afternoon runs available, along with the 8 list positions. Out of the 71 drivers who should have picked, only 61 operators picked and 5 of them picked AM only runs. PORTER explained on August 31<sup>st</sup> we started a different school calendar year for the catholic school bus drivers to better service the catholic schools. GUSTAFSON asked if the complaints are declining. ROSSET explained they are declining. He said the most common complaint is the schools are telling the parents to call the

MTA instead of the School District first, when their children are not on the roster yet. PORTER stated as bad as the publicity was in the Union Leader, it helped eliminate a lot of phone calls because it explained to the public what was going on. JESPERSEN asked if the buses were being filled to capacity because he's heard about overcrowding and backpacks. PORTER replied the majority of the overcrowding was students getting onto wrong buses. SMITH said the drivers have more control this year because if they are overcrowded they can go to their roster and see who belongs on their buses. JESPERSEN asked if the 1.4-mile radius had not changed, would there still be confusion at the bus stops. PORTER said there would still be some confusion. She said we only publish the bus schedules one time in the Union Leader. Next year we will mail post cards to the students homes in July with the stop location, bus number, and time of arrival.

- d. **Maintenance Report for August 2004.** BEAUREGARD reported mileage was normal, inspections were good, and they had less than 3 hours of overtime. There were no on the job injuries and only 4 repair work orders for the City. SMITH explained fuel cost is up 25 cents. GUSTAFSON asked if the report could do a comparison of either last month or same month as last year. SMITH replied staff is working to develop improved reporting. JESPERSEN asked when would the rest of the transit fleet be painted the new color scheme. BEAUREGARD explained the 1991 series buses require bodywork and will be the next buses painted. He has hired a new body man and he is doing a good job.

## NEW BUSINESS

- 3 a. Plans for School Operation Start-up in 2005. SMITH discussed plans for the school operation's start up in 2005, reviewing a presentation made for the School Board Coordination Committee members. 1) The need to build manpower in early spring. We did this in February and early March 2004 and had a total of 80 school bus operators. We need to hire in early spring in order to fulfill our charter needs during the spring, and to have a healthy number at year-end. 2) Since we didn't have much response from our ad in the Union Leader in late summer, staff came up with the idea of recruiting in late spring, but hold off training until late July or first week in August. 3) We may consider employee incentives for returning to work. 4) SMITH said another difficulty was not having all the enrollment information. The information was downloaded in May but did not include any catholic schools. Catholic school information came in late August and as school opening approached, we got deluged with lists of new students. Manchester School of Technology requirements were double what we had expected. We will be working jointly to get that information earlier. 5) SMITH said by sending a post card to the homes of students being transported with the route number, time, and location of pick should help reduce the amount of phone calls.

TRISCIANI was pleased with the professionalism of the School Board's Coordinating Committee Members and thought this meeting was very productive. He has heard from parents who were appreciative that we met with School Board members. Board Members commended SMITH. TRISCIANI felt this was the

best communication between the MTA and School District over the past four years. GUSTAFSON asked what form of recruiting would be done in May and suggested considering applying with jobs.com, school newspapers, submitting flyers to grammar schools to send home with students, and advertising on the community channel.

- b. **Proposal for Web Site.** CANTWELL said earlier this summer staff got together to consider what we wanted to do with the web site to bring it up to the next level. PORTER and CANTWELL met with our computer consultant, and two consultants from Hexa Interactive Communicating requesting our input of what we would like the website to do. Hexa Interactive submitted a proposal that covers everything he and PORTER requested. CANTWELL reviewed their proposal with the Board stating we want the website to answer questions without people having to call in (i.e. when school is delayed, cancelled or early outs, trips to the beach, air action quality days, etc.) There should be links to get employment or StepSaver applications so they can download forms automatically. JESPERSEN asked about purchasing tickets online. CANTWELL said that's a possibility but not cost effective because they would have to use credit cards. GUSTAFSON asked if they have a component that you can set up changes of information yourself. CANTWELL affirmed. GUSTAFSON asked if we would have a marketing plan. CANTWELL stated will try to market through the website to help defray the cost. JESPERSEN asked if there would be certain destinations or attractions that someone could click onto and then see what bus to use. CANTWELL said there would be vectors so that they can click onto a map

and it will bring them to the appropriate route. SMITH stated we could consider an additional tab that has list destinations. CANTWELL said it is a lot of work to plug in 25 destinations. GUSTAFSON asked if he could negotiate price with the host. CANTWELL stated \$60.00 a month is a reasonable amount for hosting.

- c. **Telephone System Update.** CANTWELL said he has met with ECS Systems to upgrade our telephone system but has not yet received a proposal to do this work. The existing telephone system was installed in December 1999. The computer has been running 24/7 for 5 years and the hard drive is now generating errors. We had ECS Systems give us a price to replace the computer and fix the switch in the electrical room. We may also be able to get software for the switch and a new computer for about \$4,900; a proposal to replace the entire switch will be over \$5,000. We may be able to stay with Comdial and get a bonus. TRISCIANI said someone has to be in the dispatch office at all times to answer the phones. CANTWELL stated the new system will hold for the dispatcher to pick up and after 2 minutes will hunt for an operator instead of going into voicemail. We now have music on hold and will improve that by having announcements about school cancellations, air action days, etc.

- d. **Enforcing Attendance Control Policy.** SMITH said with the settlement of the Collective Bargaining Agreement, we are now applying the new attendance policy. PORTER explained it has raised ire with some drivers. The new contract allows an employee to be 1-6 minutes late up to 8 times. On the 9<sup>th</sup> time it is a miss (written warning) and discipline begins. There was discussion about everyone punching in at the same time. PORTER said all drivers on schedules

could punch in up to 15 minutes early. List and report positions are not allowed to punch in early. Schedule drivers will allow a list or report operator to go ahead of them to punch in.

- e. **First Transit Gain-Sharing Invoice.** SMITH said the new contract agreement between First Transit and MTA signed in February 2003 contains the yearly fees as well as a provision for the use of First Transit's Corporate Purchasing Accounts. The agreement is that First Transit will be paid 25% of the savings generated by using CPA's, up to \$6,000 per year. SMITH explained although First Transit has about 30 to 40 corporate accounts, MTA only uses 4 accounts. SMITH explained the summary sheet to be submitted to First Transit for the period of February 11, 2003 to July 2004.

#### **OLD BUSINESS**

- 4. a. **Manchester Transportation Center – Lease Agreement.** SMITH updated the Board on negotiations with Concord Coach Lines regarding terminal rent. Their lease expired in April 2004 and they have the option for a two-year extension. They were paying \$1,600/month and want to pay \$800/ month. SMITH replied that was unacceptable and illustrated to Concord Coach the effect it would have since this year's budget has been finalized. He explained we have programmed the terminal rent as operating income and not getting \$800 per month for income would come directly out of our budget. They came back with an offer of \$1,000 per month. SMITH asked if they would be willing to pay \$1,200 this year and then \$800 for the following year and they agreed. He called Vermont Transit to see if they would be willing to bid on the terminal if we were to put it out for bid.

They lease the terminal in Nashua and operate as both transit center and inner city terminal and they pay \$370 per month and the City pays half of the utilities and cleaning costs. The State leases their Concord and Portsmouth terminals for \$1.00 per year to Concord Coach and to C&J. Concord Coach is bidding on the I-93 commuter project which the State has put forth, and would provide FTA and State funded commuter buses and an operating garage at the Londonderry Park and Ride, and subsidized fare for park & ride operations from Londonderry and all exits south to Boston in 2006 with the I-93 widening project. Ken Hazeltine at NH Department of Transportation feels if Concord Coach gets that bid they will abandon Manchester altogether and go only to Londonderry. SMITH recommended counter proposing \$1,200 per month for the 1<sup>st</sup> year and \$800 per month the second year with an agreement at the end of the second year to extend the contract on a month-to-month basis at a rate of \$1,000 per month, with 120 days written notice on termination by both parties. BOISVERT made a motion based on SMITH's recommendation. Seconded by DESELLE. All Commissioners in favor. SMITH said they would have to pay their own utilities and upkeep. JESPERSEN asked about the City's plans for an intermodal transportation center. SMITH said that would be somewhere south of the ballpark and they would service rail and transit. JESPERSEN said then there is uncertainty at the terminal.

- b. **Status of New Bus Production.** SMITH reported our two buses are in Orinskany and should have been on-line Monday and he has asked the inspectors to check

them out. They are projecting the buses would be finished mid-November. There was discussion about the paint scheme for the front and rear.

### **OTHER BUSINESS**

5. a. **Date for Next Meeting.** Tuesday, October 26, 2004 at 5:00 PM.

With no further business to come before the Board, BOISVERT made a motion to adjourn the meeting at 6:45 PM. Seconded by JESPERSEN. All Commissioners in favor.





Transit

September 2004

C

## INCOME STATEMENT TRANSIT

SEPTEMBER 01, 2004 - SEPTEMBER 30, 2004

REPORT # 002 VERSION # 000198 FORMAT # 02

|                           | CURRENT PERIOD |       |            |       | YEAR TO DATE |       |            |       | YTD NET CHANGE |       |
|---------------------------|----------------|-------|------------|-------|--------------|-------|------------|-------|----------------|-------|
|                           | THIS YEAR      | PCT   | BUDGET     | PCT   | THIS YEAR    | PCT   | BUDGET     | PCT   | AMOUNT         | VAR%  |
| FAREBOX REVENUE           |                |       |            |       |              |       |            |       |                |       |
| 4010 FAREBOX              | 18,432.68      | 7.6   | 12,000.00  | 5.1   | 48,261.64    | 6.8   | 39,000.00  | 5.5   | 9,261.64       | 23.7  |
| 4011 TICKETS - ADULTS     | 2,815.50       | 1.1   | 1,850.00   | 0.7   | 7,069.00     | 1.0   | 5,550.00   | 0.7   | 1,519.00       | 27.3  |
| 4012 TICKETS - SENIORS    | 755.00         | 0.3   | 800.00     | 0.3   | 2,520.00     | 0.3   | 2,400.00   | 0.3   | 120.00         | 5.0   |
| 4013 TICKETS - STUDENTS   | 390.75         | 0.1   | 0.00       | 0.0   | 3,045.75     | 0.4   | 0.00       | 0.0   | 3,045.75       | 100.0 |
| 4014 MONTHLY FULL FARE    | 924.00         | 0.3   | 1,500.00   | 0.6   | 4,554.00     | 0.6   | 4,500.00   | 0.6   | 54.00          | 1.2   |
| 4015 HANDICAPPED FEES     | 300.00         | 0.1   | 1,500.00   | 0.6   | 924.50       | 0.1   | 4,500.00   | 0.6   | 3,575.50       | 79.4  |
| 4058 MONTHLY HALF FARE    | 1,995.00       | 0.8   | 1,450.00   | 0.6   | 3,972.50     | 0.5   | 4,350.00   | 0.6   | 377.50         | 8.6   |
| TOTAL FAREBOX & TICKETS   | 25,612.93      | 10.6  | 19,100.00  | 8.1   | 70,347.39    | 9.9   | 60,300.00  | 8.5   | 10,047.39      | 16.6  |
| TRANSIT CHARTER           |                |       |            |       |              |       |            |       |                |       |
| 4050 SPECIAL FARE         | 531.00         | 0.2   | 1,500.00   | 0.6   | 2,445.50     | 0.3   | 4,500.00   | 0.6   | 2,054.50       | 45.6  |
| TOTAL SPECIAL FARES       | 531.00         | 0.2   | 1,500.00   | 0.6   | 2,445.50     | 0.3   | 4,500.00   | 0.6   | 2,054.50       | 45.6  |
| OTHER INCOME              |                |       |            |       |              |       |            |       |                |       |
| 4039 SALE FUELS CITY      | 21,151.42      | 8.7   | 14,438.00  | 6.1   | 60,878.31    | 8.6   | 43,314.00  | 6.1   | 17,564.31      | 40.5  |
| 4056 RENT BUS TERMINAL    | 0.00           | 0.0   | 1,600.00   | 0.6   | 0.00         | 0.0   | 4,800.00   | 0.6   | 4,800.00       | 100.0 |
| 4060 ADVERTISING SERVICES | 13,627.25      | 5.6   | 5,000.00   | 2.1   | 19,442.75    | 2.7   | 15,000.00  | 2.1   | 4,442.75       | 29.6  |
| 4070 SALES MAINT. SERVICE | 3,674.75       | 1.5   | 2,500.00   | 1.0   | 4,359.93     | 0.6   | 7,500.00   | 1.0   | 3,140.07       | 41.8  |
| 4072 INTEREST INCOME      | 480.41         | 0.2   | 300.00     | 0.1   | 1,769.18     | 0.2   | 900.00     | 0.1   | 869.18         | 96.5  |
| 4073 MISCELLANEOUS        | 135.66         | 0.0   | 25.00      | 0.0   | 235.50       | 0.0   | 75.00      | 0.0   | 160.50         | 214.0 |
| 4075 SENIOR PICTURES      | 16.00          | 0.0   | 25.00      | 0.0   | 52.00        | 0.0   | 75.00      | 0.0   | 23.00          | 30.6  |
| TOTAL OTHER REVENUE       | 39,085.49      | 16.2  | 23,888.00  | 10.1  | 86,737.67    | 12.2  | 71,664.00  | 10.1  | 15,073.67      | 21.0  |
| TOTAL OPERATION REVENUE   | 64,167.42      | 26.6  | 44,488.00  | 18.9  | 159,530.56   | 22.5  | 136,464.00 | 19.2  | 23,066.56      | 16.9  |
| ASSISTANCE                |                |       |            |       |              |       |            |       |                |       |
| 4090 OPER. ASST. C. OF M. | 84,315.42      | 35.0  | 85,791.00  | 36.4  | 252,946.26   | 35.7  | 257,373.00 | 36.3  | 4,426.74       | 1.7   |
| 4091 OPER. ASST. BEDFORD  | 3,300.00       | 1.3   | 3,300.00   | 1.4   | 9,900.00     | 1.4   | 9,900.00   | 1.4   | 0.00           | 0.0   |
| 4130 OPER. ASST., SEC. 9  | 88,790.00      | 36.9  | 101,591.00 | 43.2  | 285,014.00   | 40.2  | 304,773.00 | 43.0  | 19,759.00      | 6.4   |
| TOTAL ASSISTANCE          | 176,405.42     | 73.3  | 190,682.00 | 81.0  | 547,860.26   | 77.4  | 572,046.00 | 80.7  | 24,185.74      | 4.2   |
| TOTAL REVENUES            | 240,572.84     | 100.0 | 235,170.00 | 100.0 | 707,390.82   | 100.0 | 708,510.00 | 100.0 | 1,119.18       | 0.1   |
| EXPENSES                  |                |       |            |       |              |       |            |       |                |       |
| LABOR                     |                |       |            |       |              |       |            |       |                |       |
| 5010 OPERATORS WAGES      | 51,715.36      | 19.7  | 60,470.00  | 23.1  | 171,684.92   | 22.0  | 186,521.00 | 23.4  | 14,836.08      | 7.9   |
| 5011 OPERATORS WAGES E&H  | 7,394.44       | 2.8   | 9,036.00   | 3.4   | 20,573.10    | 2.6   | 27,870.00  | 3.5   | 7,296.90       | 26.1  |
| 5110 OPERATORS O.T. WAGES | 9,848.53       | 3.7   | 6,007.00   | 2.3   | 24,884.44    | 3.1   | 18,530.00  | 2.3   | 6,354.44       | 34.2  |
| 5110 OPERATOR O.T. E&H    | 70.95          | 0.0   | 61.00      | 0.0   | 609.40       | 0.0   | 187.00     | 0.0   | 422.40         | 225.8 |
| 5013 MECHANICS WAGES      | 12,633.59      | 4.8   | 13,472.00  | 5.1   | 28,963.19    | 3.7   | 40,416.00  | 5.0   | 11,452.81      | 28.3  |
| 5113 MECHANICS O.T. WAGES | 778.16         | 0.3   | 0.00       | 0.0   | 838.51       | 0.1   | 0.00       | 0.0   | 838.51         | 100.0 |
| 5017 TRANS ADMIN WAGES    | 5,150.24       | 1.9   | 7,120.00   | 2.7   | 14,900.38    | 1.9   | 21,360.00  | 2.6   | 6,459.62       | 30.2  |
| 5018 WAGES MAINT. ADMIN   | 3,665.39       | 1.4   | 3,461.00   | 1.3   | 9,868.08     | 1.2   | 10,383.00  | 1.3   | 514.92         | 4.9   |
| 5019 WAGES OFFICE ADMIN   | 6,464.83       | 2.4   | 5,515.00   | 2.1   | 19,070.71    | 2.4   | 16,545.00  | 2.0   | 2,525.71       | 15.2  |
| 5117 WAGES TRANSP O.T.    | 2,823.68       | 1.0   | 249.00     | 0.1   | 6,503.14     | 0.8   | 747.00     | 0.0   | 5,756.14       | 770.5 |
| 5119 WAGES OFFICE O.T.    | 147.49         | 0.0   | 80.00      | 0.0   | 326.13       | 0.0   | 240.00     | 0.0   | 86.13          | 35.8  |
| 6003 PAYROLL TRANSACTION  | 0.00           | 0.0   | 0.00       | 0.0   | 0.00         | 0.0   | 0.00       | 0.0   | 0.00           | ***** |

## INCOME STATEMENT TRANSIT

SEPTEMBER 01, 2004 - SEPTEMBER 30, 2004

REPORT # 002 VERSION # 000198 FORMAT # 02

|                           | CURRENT PERIOD |      |            |      | YEAR TO DATE |      |            |      | YTD NET CHANGE |        |
|---------------------------|----------------|------|------------|------|--------------|------|------------|------|----------------|--------|
|                           | THIS YEAR      | PCT  | BUDGET     | PCT  | THIS YEAR    | PCT  | BUDGET     | PCT  | AMOUNT         | VAR%   |
| TOTAL LABOR               | 100,692.66     | 38.5 | 105,471.00 | 40.3 | 298,222.00   | 38.2 | 322,799.00 | 40.6 | 24,577.00-     | 7.6-   |
| FRINGE BENEFITS           |                |      |            |      |              |      |            |      |                |        |
| 5004 TRANS ADM SICK WAGES | 624.55         | 0.2  | 166.00     | 0.0  | 1,608.23     | 0.2  | 498.00     | 0.0  | 1,110.23       | 222.9  |
| 5005 TRANS ADM VAC WAGES  | 1,286.94       | 0.4  | 908.00     | 0.3  | 4,023.13     | 0.5  | 2,724.00   | 0.3  | 1,299.13       | 47.6   |
| 5006 TRANS ADM HOL WAGES  | 678.10         | 0.2  | 555.00     | 0.2  | 1,469.48     | 0.1  | 1,665.00   | 0.2  | 195.52-        | 11.7-  |
| 5007 MAINT ADM SICK WAGES | 0.00           | 0.0  | 84.00      | 0.0  | 0.00         | 0.0  | 252.00     | 0.0  | 252.00-        | 100.0- |
| 5008 MAINT ADM VAC WAGES  | 826.98         | 0.3  | 281.00     | 0.1  | 2,141.15     | 0.2  | 843.00     | 0.1  | 1,298.15       | 153.9  |
| 5009 MAINT ADM HOL WAGES  | 340.32         | 0.1  | 366.00     | 0.1  | 1,002.62     | 0.1  | 1,098.00   | 0.1  | 95.38-         | 8.6-   |
| 5014 OFFICE VAC WAGES     | 884.00         | 0.3  | 635.00     | 0.2  | 1,845.51     | 0.2  | 1,905.00   | 0.2  | 59.49-         | 3.1-   |
| 5015 OFFICE HOLIDAY WAGES | 495.12         | 0.1  | 413.00     | 0.1  | 971.28       | 0.1  | 1,239.00   | 0.1  | 267.72-        | 21.6-  |
| 5016 OFFICE SICK WAGES    | 0.00           | 0.0  | 124.00     | 0.0  | 118.32       | 0.0  | 372.00     | 0.0  | 253.68-        | 68.1-  |
| 5021 F.I.C.A.             | 6,381.16       | 2.4  | 10,133.00  | 3.8  | 33,308.57    | 4.2  | 30,519.00  | 3.8  | 2,789.57       | 9.1    |
| 5022 N.H. UNEMPLOYMENT    | 470.00         | 0.1  | 492.00     | 0.1  | 1,410.00     | 0.1  | 1,476.00   | 0.1  | 66.00-         | 4.4-   |
| 5023 PENSION              | 7,590.00       | 2.9  | 6,110.00   | 2.3  | 17,828.00    | 2.2  | 18,330.00  | 2.3  | 502.00-        | 2.7-   |
| 5024 HEALTH INSURANCE     | 31,429.32      | 12.0 | 32,269.00  | 12.3 | 92,427.59    | 11.8 | 96,807.00  | 12.1 | 4,379.41-      | 4.5-   |
| 5025 MEDICAL EXAMINATION  | 1,267.02-      | 0.4- | 0.00       | 0.0  | 1,267.02-    | 0.1- | 0.00       | 0.0  | 1,267.02-      | 100.0- |
| 5026 LIFE INSURANCE       | 603.94         | 0.2  | 663.00     | 0.2  | 4,172.71     | 0.5  | 1,989.00   | 0.2  | 2,183.71       | 109.7  |
| 5027 WORKER'S COMP        | 3,970.83       | 1.5  | 4,479.00   | 1.7  | 11,934.47    | 1.5  | 13,548.00  | 1.7  | 1,613.53-      | 11.9-  |
| 5028 OPERATORS SICK PAY   | 8,509.72       | 3.2  | 2,555.00   | 0.9  | 13,640.70    | 1.7  | 7,665.00   | 0.9  | 5,975.70       | 77.9   |
| 5034 OPERATORS VACATION   | 4,614.00       | 1.7  | 4,563.00   | 1.7  | 13,840.20    | 1.7  | 13,689.00  | 1.7  | 151.20         | 1.1    |
| 5031 OPERATORS HOLIDAY    | 4,109.36       | 1.5  | 3,407.00   | 1.3  | 11,487.03    | 1.4  | 6,814.00   | 0.8  | 4,673.03       | 68.5   |
| 5029 MECHANICS SICK PAY   | 0.00           | 0.0  | 96.00      | 0.0  | 0.00         | 0.0  | 288.00     | 0.0  | 288.00-        | 100.0- |
| 5035 MECHANICS VACATION   | 1,817.00       | 0.6  | 1,605.00   | 0.6  | 5,451.44     | 0.7  | 4,815.00   | 0.6  | 636.44         | 13.2   |
| 5032 MECHANICS HOLIDAY    | 906.48         | 0.3  | 1,156.00   | 0.4  | 2,477.60     | 0.3  | 3,468.00   | 0.4  | 990.40-        | 28.5-  |
| 5037 OPER UNIFORM ALLOW   | 1,306.09       | 0.5  | 756.00     | 0.2  | 2,110.90     | 0.2  | 2,268.00   | 0.2  | 157.10-        | 6.9-   |
| 5038 MAINT UNIFORM ALLOW  | 505.80         | 0.1  | 630.00     | 0.2  | 1,267.26     | 0.1  | 1,638.00   | 0.2  | 370.74-        | 22.6-  |
| 5120 MAINT TOOL ALLOWANCE | 50.00          | 0.0  | 108.00     | 0.0  | 618.00       | 0.0  | 324.00     | 0.0  | 294.00         | 90.7   |
| 5095 OP/MECH FRINGE RATE  | 7,202.65-      | 2.7- | 7,157.00-  | 2.7- | 17,916.07-   | 2.3- | 20,277.00- | 2.5- | 2,360.93       | 11.6   |
| 6006 FRINGE BENEFITS      | 7,641.72-      | 2.9- | 6,260.00-  | 2.3- | 17,997.94-   | 2.3- | 18,780.00- | 2.3- | 782.06         | 4.1    |
| TOTAL FRINGE BENEFIT      | 61,288.32      | 23.4 | 59,137.00  | 22.6 | 187,973.16   | 24.1 | 175,177.00 | 22.0 | 12,796.16      | 7.3    |
| SERVICES                  |                |      |            |      |              |      |            |      |                |        |
| 5039 MGMNT/CONSULTANT FEE | 10,748.14      | 4.1  | 11,875.00  | 4.5  | 36,312.12    | 4.6  | 35,625.00  | 4.4  | 687.12         | 1.9    |
| 5041 COMMISSIONERS EXP    | 90.19          | 0.0  | 83.00      | 0.0  | 256.85       | 0.0  | 249.00     | 0.0  | 7.85           | 3.1    |
| 5042 OUTSIDE ADVERTISING  | 104.00         | 0.0  | 250.00     | 0.1  | 2,176.60     | 0.2  | 750.00     | 0.0  | 1,426.60       | 190.2  |
| 5043 LEGAL EXPENSES       | 35.00          | 0.0  | 625.00     | 0.2  | 35.00        | 0.0  | 1,875.00   | 0.2  | 1,840.00-      | 98.1-  |
| 5044 AUDITING EXPENSES    | 0.00           | 0.0  | 0.00       | 0.0  | 0.00         | 0.0  | 3,200.00   | 0.4  | 3,200.00-      | 100.0- |
| 5045 SERVICE BUREAU       | 491.57         | 0.1  | 1,000.00   | 0.3  | 2,060.17     | 0.2  | 3,000.00   | 0.3  | 939.83-        | 31.3-  |
| 5046 SECURITY SERVICE     | 326.19         | 0.1  | 47.00      | 0.0  | 377.18       | 0.0  | 141.00     | 0.0  | 236.18         | 167.5  |
| 5047 REPAIRS BLG & GRNDS  | 1,585.15       | 0.6  | 1,188.00   | 0.4  | 4,285.76     | 0.5  | 3,564.00   | 0.4  | 721.76         | 20.2   |
| 5048 REPAIRS SHOP EQUIP.  | 12.39          | 0.0  | 214.00     | 0.0  | 12.39        | 0.0  | 642.00     | 0.0  | 629.61-        | 98.0-  |
| 5049 REPAIRS OFFICE EQUIP | 214.37         | 0.0  | 173.00     | 0.0  | 891.93       | 0.1  | 519.00     | 0.0  | 372.93         | 71.8   |
| 5050 REPAIRS - RADIOS     | 0.00           | 0.0  | 83.00      | 0.0  | 0.00         | 0.0  | 249.00     | 0.0  | 249.00-        | 100.0- |
| 5051 JANITORIAL SERVICES  | 492.80         | 0.1  | 625.00     | 0.2  | 1,440.28     | 0.1  | 1,875.00   | 0.2  | 434.72-        | 23.1-  |
| 5052 JANITORIAL SUPPLIES  | 0.00           | 0.0  | 31.00      | 0.0  | 94.12        | 0.0  | 93.00      | 0.0  | 1.12           | 1.2    |
| 5081 PRE-EMPLOY MED. EXAM | 0.00           | 0.0  | 83.00      | 0.0  | 0.00         | 0.0  | 249.00     | 0.0  | 249.00-        | 100.0- |
| 5100 DRUG & ALCOHOL TESTS | 0.00           | 0.0  | 333.00     | 0.1  | 320.00       | 0.0  | 999.00     | 0.1  | 679.00-        | 67.9-  |
| TOTAL SERVICES            | 14,099.80      | 5.3  | 16,610.00  | 6.3  | 48,262.40    | 6.1  | 53,030.00  | 6.6  | 4,767.60-      | 8.9-   |

## INCOME STATEMENT TRANSIT

SEPTEMBER 01, 2004 - SEPTEMBER 30, 2004

REPORT # 002 VERSION # 000198 FORMAT # 02

|                                      | CURRENT PERIOD    |              |                   |              | YEAR TO DATE      |              |                   |              | YTD NET CHANGE    |              |
|--------------------------------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|-------------------|--------------|
|                                      | THIS YEAR         | PCT          | BUDGET            | PCT          | THIS YEAR         | PCT          | BUDGET            | PCT          | AMOUNT            | VAR%         |
| 5001 PURCHASES DISCOUNTS             | 599.45-           | 0.2-         | 250.00-           | 0.1-         | 1,504.64-         | 0.1-         | 750.00-           | 0.0          | 754.64-           | 100.6-       |
| 5053 FUELS CITY DEPTS                | 18,847.67         | 7.2          | 13,750.00         | 5.2          | 51,962.04         | 6.6          | 41,250.00         | 5.2          | 10,712.04         | 25.9         |
| 5055 GASOLINE OPERATIONS             | 405.80            | 0.1          | 42.00             | 0.0          | 936.50            | 0.1          | 126.00            | 0.0          | 810.50            | 643.2        |
| 5056 GASOLINE SUPPORT VEH            | 32.92             | 0.0          | 42.00             | 0.0          | 108.43            | 0.0          | 126.00            | 0.0          | 17.57-            | 13.9-        |
| 5057 DIESEL OPERATIONS               | 11,182.99         | 4.2          | 10,241.00         | 3.9          | 31,389.23         | 4.0          | 31,586.00         | 3.9          | 196.77-           | 0.6-         |
| 5058 OIL & GREASE                    | 194.30            | 0.0          | 311.00            | 0.1          | 495.04            | 0.0          | 966.00            | 0.1          | 470.96-           | 48.7-        |
| 5060 TIRES                           | 2,902.74          | 1.1          | 1,198.00          | 0.4          | 4,917.31          | 0.6          | 3,695.00          | 0.4          | 1,222.31          | 33.0         |
| 5061 TRANS.-MISC.                    | 37.37             | 0.0          | 167.00            | 0.0          | 345.63            | 0.0          | 501.00            | 0.0          | 155.37-           | 31.0-        |
| 5062 TRANS. SCHED/TKTS               | 120.00            | 0.0          | 417.00            | 0.1          | 120.00            | 0.0          | 1,251.00          | 0.1          | 1,131.00-         | 90.4-        |
| 5063 MAINTENANCE PARTS               | 7,562.17          | 2.8          | 10,015.00         | 3.8          | 19,346.18         | 2.4          | 30,674.00         | 3.8          | 11,327.82-        | 36.9-        |
| 5065 MAINTENANCE SUPPLIES            | 564.28            | 0.2          | 639.00            | 0.2          | 2,040.26          | 0.2          | 1,917.00          | 0.2          | 123.26            | 6.4          |
| 5066 OFFICE SUPPLIES                 | 1,479.18          | 0.5          | 1,083.00          | 0.4          | 3,296.62          | 0.4          | 3,249.00          | 0.4          | 47.62             | 1.4          |
| 5067 MISC. OFFICE SUPPLIE            | 63.50             | 0.0          | 173.00            | 0.0          | 3,213.29          | 0.4          | 519.00            | 0.0          | 2,694.29          | 519.1        |
| 5093 ANTI-FREEZE EXP                 | 23.38             | 0.0          | 87.00             | 0.0          | 50.93             | 0.0          | 261.00            | 0.0          | 210.07-           | 80.4-        |
| 5098 HAZARDOUS MATERIALS             | 614.18            | 0.2          | 98.00             | 0.0          | 614.18            | 0.0          | 294.00            | 0.0          | 320.18            | 108.9        |
| 5099 BODY SHOP SUPPLIES              | 512.63            | 0.2          | 98.00             | 0.0          | 717.68            | 0.0          | 294.00            | 0.0          | 423.68            | 144.1        |
| 6005 OUTSIDE PARTS/LABOR             | 0.00              | 0.0          | 42.00             | 0.0          | 404.00            | 0.0          | 126.00            | 0.0          | 278.00            | 220.6        |
| <b>TOTAL MATERIAL &amp; SUPPLIES</b> | <b>43,943.66</b>  | <b>16.8</b>  | <b>38,153.00</b>  | <b>14.5</b>  | <b>118,452.68</b> | <b>15.2</b>  | <b>116,085.00</b> | <b>14.6</b>  | <b>2,367.68</b>   | <b>2.0</b>   |
| <b>UTILITIES</b>                     |                   |              |                   |              |                   |              |                   |              |                   |              |
| 5068 NATURAL GAS                     | 0.00              | 0.0          | 140.00            | 0.0          | 498.04            | 0.0          | 420.00            | 0.0          | 78.04             | 18.5         |
| 5069 TELEPHONE                       | 488.41            | 0.1          | 594.00            | 0.2          | 1,702.94          | 0.2          | 1,782.00          | 0.2          | 79.06-            | 4.4-         |
| 5070 ELECTRICITY                     | 1,535.80          | 0.5          | 1,853.00          | 0.7          | 4,699.25          | 0.6          | 5,559.00          | 0.7          | 859.75-           | 15.4-        |
| 5071 WATER                           | 133.25            | 0.0          | 124.00            | 0.0          | 370.33            | 0.0          | 372.00            | 0.0          | 1.67-             | 0.4-         |
| <b>TOTAL UTILITIES</b>               | <b>2,157.46</b>   | <b>0.8</b>   | <b>2,711.00</b>   | <b>1.0</b>   | <b>7,270.56</b>   | <b>0.9</b>   | <b>8,133.00</b>   | <b>1.0</b>   | <b>862.44-</b>    | <b>10.6-</b> |
| <b>INSURANCE</b>                     |                   |              |                   |              |                   |              |                   |              |                   |              |
| 5072 PUBLIC LIABILITY INS            | 8,818.00          | 3.3          | 8,819.00          | 3.3          | 26,466.00         | 3.4          | 26,457.00         | 3.3          | 9.00              | 0.0          |
| 5074 OTHER LIABILITY INS             | 1,125.00          | 0.4          | 1,145.00          | 0.4          | 3,372.00          | 0.4          | 3,435.00          | 0.4          | 63.00-            | 1.8-         |
| <b>TOTAL INSURANCE</b>               | <b>9,943.00</b>   | <b>3.8</b>   | <b>9,964.00</b>   | <b>3.8</b>   | <b>29,838.00</b>  | <b>3.8</b>   | <b>29,892.00</b>  | <b>3.7</b>   | <b>54.00-</b>     | <b>0.1-</b>  |
| <b>OTHER EXPENSES</b>                |                   |              |                   |              |                   |              |                   |              |                   |              |
| 5064 REPAIRS CITY TERMINL            | 0.00              | 0.0          | 250.00            | 0.1          | 1,281.64          | 0.1          | 750.00            | 0.0          | 531.64            | 70.8         |
| 5076 OPERATORS LICENSES              | 0.00              | 0.0          | 25.00             | 0.0          | 70.00             | 0.0          | 75.00             | 0.0          | 5.00-             | 6.6-         |
| 5078 DUES & MEMBERSHIP               | 0.00              | 0.0          | 83.00             | 0.0          | 350.00            | 0.0          | 249.00            | 0.0          | 101.00            | 40.5         |
| 5079 TRAINING & MEETINGS             | 287.60            | 0.1          | 83.00             | 0.0          | 337.80            | 0.0          | 249.00            | 0.0          | 88.80             | 35.6         |
| 5094 GRIEVANCE EXPENSE               | 0.00              | 0.0          | 38.00             | 0.0          | 0.00              | 0.0          | 114.00            | 0.0          | 114.00-           | 100.0-       |
| 5097 DEPRECIATION EXPENSE            | 29,157.75         | 11.1         | 29,158.00         | 11.1         | 87,473.25         | 11.2         | 87,474.00         | 11.0         | 0.75-             | 0.0          |
| <b>TOTAL OTHER EXPENSES</b>          | <b>29,445.35</b>  | <b>11.2</b>  | <b>29,637.00</b>  | <b>11.3</b>  | <b>89,512.69</b>  | <b>11.4</b>  | <b>88,911.00</b>  | <b>11.2</b>  | <b>601.69</b>     | <b>0.6</b>   |
| <b>TOTAL EXPENSES</b>                | <b>261,570.25</b> | <b>100.0</b> | <b>261,683.00</b> | <b>100.0</b> | <b>779,531.49</b> | <b>100.0</b> | <b>794,027.00</b> | <b>100.0</b> | <b>14,495.51-</b> | <b>1.8-</b>  |
| <b>NET INCOME (LOSS)</b>             | <b>20,997.41-</b> | <b>8.0-</b>  | <b>26,513.00-</b> | <b>10.1-</b> | <b>72,140.67-</b> | <b>9.2-</b>  | <b>85,517.00-</b> | <b>10.7-</b> | <b>13,376.33</b>  | <b>15.6</b>  |

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School

September 2004

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## INCOME STATEMENT SCHOOL

SEPTEMBER 01, 2004 - SEPTEMBER 30, 2004

REPORT # 003 VERSION # 000005 FORMAT # 02

|                                      | CURRENT PERIOD   |            |                  |             | YEAR TO DATE     |             |                  |             | YTD NET CHANGE   |              |
|--------------------------------------|------------------|------------|------------------|-------------|------------------|-------------|------------------|-------------|------------------|--------------|
|                                      | THIS YEAR        | PCT        | BUDGET           | PCT         | THIS YEAR        | PCT         | BUDGET           | PCT         | AMOUNT           | VAR%         |
| 5039 CONSULTANT FEES                 | 10,748.14        | 4.4        | 11,875.00        | 5.1         | 36,312.13        | 7.5         | 35,625.00        | 7.4         | 687.13           | 1.9          |
| 5041 COMMISSIONERS EXPENSE           | 83.33            | 0.0        | 83.00            | 0.0         | 249.99           | 0.0         | 249.00           | 0.0         | 0.99             | 0.4          |
| 5042 OUTSIDE ADVERTISING             | 3,811.00         | 1.5        | 1,000.00         | 0.4         | 5,213.28         | 1.0         | 3,000.00         | 0.6         | 2,213.28         | 73.7         |
| 5043 LEGAL EXPENSES                  | 52.50            | 0.0        | 208.00           | 0.0         | 52.50            | 0.0         | 624.00           | 0.1         | 571.50-          | 91.5-        |
| 5044 AUDITING EXPENSES               | 0.00             | 0.0        | 4,800.00         | 2.0         | 0.00             | 0.0         | 4,800.00         | 1.0         | 4,800.00-        | 100.0-       |
| 5045 SERVICE BUREAU                  | 937.00           | 0.3        | 1,500.00         | 0.6         | 4,177.00         | 0.8         | 4,500.00         | 0.9         | 323.00-          | 7.1-         |
| 5046 SECURITY SERVICE                | 674.72           | 0.2        | 70.00            | 0.0         | 736.19           | 0.1         | 210.00           | 0.0         | 526.19           | 250.5        |
| 5047 REPAIRS BLDG & GRNDS            | 1,998.92         | 0.8        | 896.00           | 0.3         | 2,540.97         | 0.5         | 2,688.00         | 0.5         | 147.03-          | 5.4-         |
| 5048 REPAIRS SHOP EQUIP.             | 0.00             | 0.0        | 161.00           | 0.0         | 0.00             | 0.0         | 483.00           | 0.1         | 483.00-          | 100.0-       |
| 5049 OFFICE EQUIP & RPR              | 197.88           | 0.0        | 160.00           | 0.0         | 808.92           | 0.1         | 480.00           | 0.1         | 328.92           | 68.5         |
| 5050 REPAIRS RADIO                   | 0.00             | 0.0        | 83.00            | 0.0         | 0.00             | 0.0         | 249.00           | 0.0         | 249.00-          | 100.0-       |
| 5051 JANITORIAL SERVICES             | 492.80           | 0.2        | 625.00           | 0.2         | 1,440.28         | 0.3         | 1,875.00         | 0.3         | 434.72-          | 23.1-        |
| 5052 JANITORIAL SUPPLIES             | 0.00             | 0.0        | 31.00            | 0.0         | 94.11            | 0.0         | 93.00            | 0.0         | 1.11             | 1.1          |
| 5100 DRUG & ALCOHOL TESTS            | 0.00             | 0.0        | 667.00           | 0.2         | 220.00           | 0.0         | 2,001.00         | 0.4         | 1,781.00-        | 89.0-        |
| <b>TOTAL SERVICES</b>                | <b>18,996.29</b> | <b>7.7</b> | <b>22,159.00</b> | <b>9.5</b>  | <b>51,845.37</b> | <b>10.7</b> | <b>56,877.00</b> | <b>11.9</b> | <b>5,031.63-</b> | <b>8.8-</b>  |
| <b>MATERIAL &amp; SUPPLIES</b>       |                  |            |                  |             |                  |             |                  |             |                  |              |
| 5055 GASOLINE                        | 886.14           | 0.3        | 0.00             | 0.0         | 1,306.43         | 0.2         | 0.00             | 0.0         | 1,306.43         | 100.0        |
| 5056 GASOLINE SUPPORT                | 21.45            | 0.0        | 0.00             | 0.0         | 21.45            | 0.0         | 0.00             | 0.0         | 21.45            | 100.0        |
| 5057 DIESEL                          | 12,220.22        | 5.0        | 13,038.00        | 5.5         | 14,205.63        | 2.9         | 13,504.00        | 2.8         | 701.63           | 5.2          |
| 5058 OIL & GREASE                    | 243.24           | 0.1        | 630.00           | 0.2         | 327.99           | 0.0         | 653.00           | 0.1         | 325.01-          | 49.7-        |
| 5060 TIRES                           | 1,039.00         | 0.4        | 1,379.00         | 0.5         | 2,853.96         | 0.5         | 1,428.00         | 0.3         | 1,425.96         | 99.8         |
| 5061 TRANS-MISC.                     | 883.36           | 0.3        | 333.00           | 0.1         | 1,755.06         | 0.3         | 999.00           | 0.2         | 756.06           | 75.6         |
| 5062 TRANS. SCHED/TKTS               | 0.00             | 0.0        | 83.00            | 0.0         | 0.00             | 0.0         | 249.00           | 0.0         | 249.00-          | 100.0-       |
| 5063 MAINTENANCE PARTS               | 3,330.69         | 1.3        | 7,000.00         | 3.0         | 9,384.35         | 1.9         | 7,250.00         | 1.5         | 2,134.35         | 29.4         |
| 5065 MAINTENANCE SUPPLIES            | 392.15           | 0.1        | 444.00           | 0.1         | 1,417.87         | 0.2         | 1,332.00         | 0.2         | 85.87            | 6.4          |
| 5066 OFFICE SUPPLIES                 | 925.58           | 0.3        | 1,000.00         | 0.4         | 1,605.82         | 0.3         | 3,000.00         | 0.6         | 1,394.18-        | 46.4-        |
| 5067 MISC. OFFICE SUPPLIE            | 92.35            | 0.0        | 160.00           | 0.0         | 761.70           | 0.1         | 480.00           | 0.1         | 281.70           | 58.6         |
| 5093 ANTI-FREEZE EXP                 | 20.04            | 0.0        | 0.00             | 0.0         | 20.04            | 0.0         | 0.00             | 0.0         | 20.04            | 100.0        |
| 5098 HAZARDOUS MATERIALS             | 531.94           | 0.2        | 68.00            | 0.0         | 531.94           | 0.1         | 204.00           | 0.0         | 327.94           | 160.7        |
| 5099 BODY SHOP SUPPLIES              | 329.28           | 0.1        | 68.00            | 0.0         | 471.80           | 0.1         | 204.00           | 0.0         | 267.80           | 131.2        |
| 6005 OUTSIDE PARTS/LABOR             | 0.00             | 0.0        | 42.00            | 0.0         | 593.00           | 0.1         | 126.00           | 0.0         | 467.00           | 370.6        |
| <b>TOTAL MATERIAL &amp; SUPPLIES</b> | <b>20,915.44</b> | <b>8.5</b> | <b>24,245.00</b> | <b>10.4</b> | <b>35,257.04</b> | <b>7.2</b>  | <b>29,429.00</b> | <b>6.1</b>  | <b>5,828.04</b>  | <b>19.8</b>  |
| <b>UTILITIES</b>                     |                  |            |                  |             |                  |             |                  |             |                  |              |
| 5068 NATURAL GAS                     | 0.00             | 0.0        | 860.00           | 0.3         | 375.71           | 0.0         | 2,580.00         | 0.5         | 2,204.29-        | 85.4-        |
| 5069 TELEPHONE                       | 399.60           | 0.1        | 448.00           | 0.1         | 1,393.28         | 0.2         | 1,344.00         | 0.2         | 49.28            | 3.6          |
| 5070 ELECTRICITY                     | 1,256.57         | 0.5        | 1,398.00         | 0.6         | 3,844.84         | 0.7         | 4,194.00         | 0.8         | 349.16-          | 8.3-         |
| 5071 WATER                           | 109.03           | 0.0        | 93.00            | 0.0         | 303.01           | 0.0         | 279.00           | 0.0         | 24.01            | 8.6          |
| <b>TOTAL UTILITIES</b>               | <b>1,765.20</b>  | <b>0.7</b> | <b>2,799.00</b>  | <b>1.2</b>  | <b>5,916.84</b>  | <b>1.2</b>  | <b>8,397.00</b>  | <b>1.7</b>  | <b>2,480.16-</b> | <b>29.5-</b> |
| <b>INSURANCE</b>                     |                  |            |                  |             |                  |             |                  |             |                  |              |
| 5072 PUBLIC LIABILITY                | 22,273.00        | 9.1        | 22,273.00        | 9.5         | 66,819.00        | 13.8        | 66,819.00        | 14.0        | 0.00             | 0.0          |
| 5074 OTHER LIABILITY                 | 939.00           | 0.3        | 967.00           | 0.4         | 2,813.28         | 0.5         | 2,901.00         | 0.6         | 87.72-           | 3.0-         |
| <b>TOTAL INSURANCE</b>               | <b>23,212.00</b> | <b>9.5</b> | <b>23,240.00</b> | <b>9.9</b>  | <b>69,632.28</b> | <b>14.3</b> | <b>69,720.00</b> | <b>14.6</b> | <b>87.72-</b>    | <b>0.1-</b>  |
| <b>OTHER EXPENSES</b>                |                  |            |                  |             |                  |             |                  |             |                  |              |
| 5076 OPERATORS LICENSES              | 70.00            | 0.0        | 125.00           | 0.0         | 280.00           | 0.0         | 375.00           | 0.0         | 95.00-           | 25.3-        |

## INCOME STATEMENT SCHOOL

SEPTEMBER 01, 2004 - SEPTEMBER 30, 2004

REPORT # 003 VERSION # 000005 FORMAT # 02

|                           | CURRENT PERIOD |       |            |       | YEAR TO DATE |       |             |       | YTD NET CHANGE |       |
|---------------------------|----------------|-------|------------|-------|--------------|-------|-------------|-------|----------------|-------|
|                           | THIS YEAR      | PCT   | BUDGET     | PCT   | THIS YEAR    | PCT   | BUDGET      | PCT   | AMOUNT         | VAR%  |
| 5077 INTEREST EXPENSE     | 26.94          | 0.0   | 0.00       | 0.0   | 26.94        | 0.0   | 0.00        | 0.0   | 26.94          | 100.0 |
| 5078 DUES & MEMBERSHIP    | 0.00           | 0.0   | 167.00     | 0.0   | 0.00         | 0.0   | 501.00      | 0.1   | 501.00-100.0-  |       |
| 5079 TRAINING & MEETINGS  | 568.37         | 0.2   | 167.00     | 0.0   | 1,934.79     | 0.4   | 501.00      | 0.1   | 1,433.79       | 286.1 |
| 5081 PRE-EMPLOYMENT EXAM  | 1,510.00       | 0.6   | 833.00     | 0.3   | 1,510.00     | 0.3   | 2,499.00    | 0.5   | 989.00-        | 39.5- |
| 5094 GRIEVANCE EXPENSE    | 0.00           | 0.0   | 38.00      | 0.0   | 175.00       | 0.0   | 114.00      | 0.0   | 61.00          | 53.5  |
| 5097 DEPRECIATION EXPENSE | 20,000.00      | 8.1   | 20,000.00  | 8.5   | 60,000.00    | 12.4  | 60,000.00   | 12.5  | 0.00           | 0.0   |
| TOTAL OTHER EXPENSES      | 22,175.31      | 9.0   | 21,330.00  | 9.1   | 63,926.73    | 13.2  | 63,990.00   | 13.4  | 63.27-         | 0.1-  |
| TOTAL EXPENSES            | 244,132.93     | 100.0 | 233,031.00 | 100.0 | 484,028.61   | 100.0 | 476,696.00  | 100.0 | 7,332.61       | 1.5   |
| NET INCOME                | 593.67         | 0.2   | 7,223.00   | 3.1   | 218,016.30-  | 45.0- | 215,950.00- | 45.3- | 2,066.30-      | 0.9-  |

=====



# Commissioners Memorandum

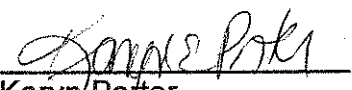


**To:** Commissioners  
**From:** Karyn Porter, Assistant Executive Director  
**Date:** October 26, 2004  
**Re:** Transit Statistical Report – September 2004

The following chart details the comparison between current and previous years for service in September

|                                       | September  |            |            |
|---------------------------------------|------------|------------|------------|
|                                       | 2003       | 2004       | Percent    |
|                                       | 21         | 21         | Difference |
| Weekday                               | 5          | 4          |            |
| Saturday                              |            |            |            |
| Airport- Route #1                     | 828        | 1,059      | 27.90%     |
| Lake-Hanover St. Route #2             | 3,129      | 3,239      | 3.52%      |
| Goffsfalls Route #3                   | 709        | 1,300      | 83.36%     |
| Page-Elliot Route #4                  | 1,900      | 1,864      | -1.89%     |
| Pinard-Bremer Route #5                | 1,274      | 1,180      | -7.38%     |
| Gossler-St. Anselm Route #6           | 1,552      | 2,219      | 42.98%     |
| VA Hospital Route #7                  | 1,855      | 2,091      | 12.72%     |
| So. Willow Route #8                   | 2,251      | 2,999      | 33.23%     |
| DW Highway-River Rd. Route #9         | 1,870      | 2,164      | 15.72%     |
| Valley-Weston Rd. Route #10           | 3,051      | 3,258      | 6.78%      |
| Front St. Route #11                   | 1,417      | 1,627      | 14.82%     |
| So. Beech Route #12                   | 2,351      | 3,281      | 39.56%     |
| Bedford Mall Route #13                | 4,793      | 4,324      | -9.79%     |
| <br>VISTA SHUTTLE                     | <br>512    | <br>533    | <br>4.10%  |
| HANNAFORDS SHUTTLE                    | 548        | 536        | -2.19%     |
| VERIZON WIRELESS SHUTTLE              | 121        | 190        | 57.02%     |
| <br>Weekday Fixed Route Totals        | <br>28,161 | <br>31,864 | <br>13.15% |
| Saturday Fixed Route Totals           | 2,750      | 2,981      | 8.40%      |
| MTA Specials & Excursions             | 21         | 32         | 52.38%     |
| Fixed Route Weekday Average           | 1,341      | 1,517      | 13.15%     |
| <br>Total Transit Passengers Served   | <br>30,932 | <br>34,877 | <br>12.75% |
| <br>Total StepSaver Passengers Served | <br>837    | <br>893    | <br>6.69%  |

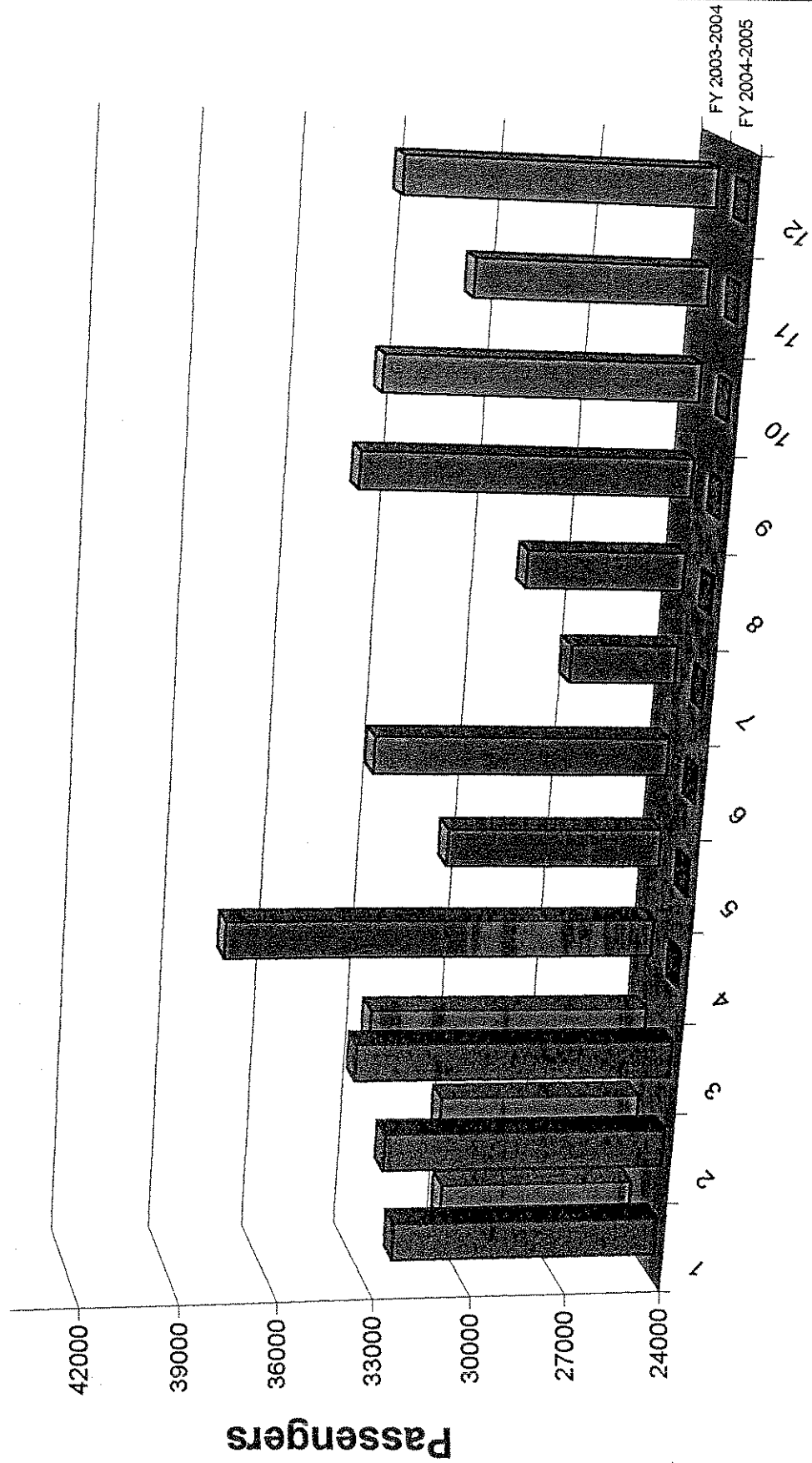
The two attached pages show the graph of service changes over the past fiscal years and the standard report.

  
Karyn Porter  
Assistant Executive Director

2

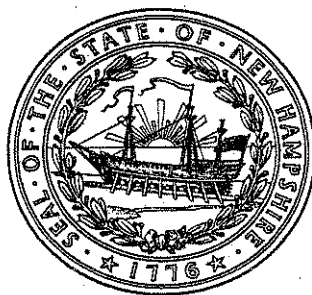
# MTA Fixed Route Service

■ FY 2004-2005  
■ FY 2003-2004

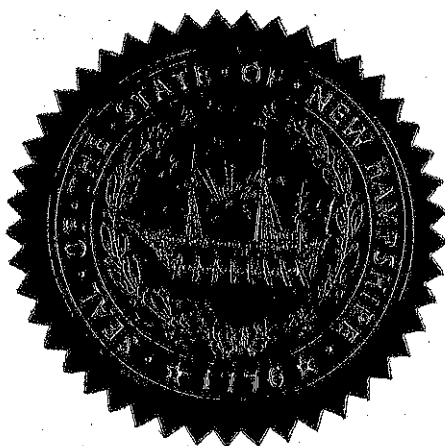


# *State of New Hampshire*

Office of Secretary of State



I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that the following and hereto attached is a true copy of the results of the Fluoride Question "Shall fluoride be used in the Manchester public water system" which appeared on several state primary ballots on September 14, 2004 pursuant to Chapter 225 of the Laws of 2004.



*In Testimony Whereof*, I hereto set my hand and cause to be affixed the Seal of the State, at Concord, this 13<sup>th</sup> day of July, 2004

  
Secretary of State

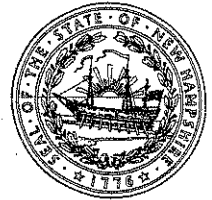
# FLUORIDE QUESTION - September 14, 2004 STATE PRIMARY

"Shall fluoride be used in the Manchester public water system?"

|                    | YES   | NO   |  |  |  |
|--------------------|-------|------|--|--|--|
| Optech             |       |      |  |  |  |
| Bedford            | 1481  | 603  |  |  |  |
| Accuvote           |       |      |  |  |  |
| Goffstown          | 1304  | 777  |  |  |  |
| Hooksett           | 667   | 414  |  |  |  |
| Londonderry        | 1191  | 450  |  |  |  |
| Manchester Ward 1  | 999   | 517  |  |  |  |
| Manchester Ward 2  | 577   | 329  |  |  |  |
| Manchester Ward 3  | 375   | 216  |  |  |  |
| Manchester Ward 4  | 382   | 257  |  |  |  |
| Manchester Ward 5  | 311   | 187  |  |  |  |
| Manchester Ward 6  | 524   | 387  |  |  |  |
| Manchester Ward 7  | 379   | 322  |  |  |  |
| Manchester Ward 8  | 555   | 321  |  |  |  |
| Manchester Ward 9  | 497   | 380  |  |  |  |
| Manchester Ward 10 | 502   | 357  |  |  |  |
| Manchester Ward 11 | 274   | 220  |  |  |  |
| Manchester Ward 12 | 442   | 281  |  |  |  |
| TOTALS             | 10460 | 6018 |  |  |  |



State of New Hampshire  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
6 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095  
(603) 271-2900 FAX (603) 271-2456



October 19, 2004

BOARD OF ALDERMAN  
CITY OF MANCHESTER  
1 CITY HALL PLAZA  
MANCHESTER NH 03101

**SUBJECT: 2005 LOCAL GOVERNMENT FINANCIAL TEST FOR MANCHESTER  
UNLINED LANDFILL PERMIT NO. DES-SW-TP-97-009**

Dear Members of the Board:

As you are aware, the City of Manchester (City) has elected to satisfy its financial assurance requirements for the above noted unlined landfill through the LOGO financial test. Pursuant to 40 CFR 258.74 and the New Hampshire Solid Waste Rules (Rules) Part Env-Wm 3100 you are required to submit your annual update within 180 days of the City's fiscal year end.

In an effort to make the submittal process easier, the Department of Environmental Services (Department) created the attached "LOGO form" for reporting your financial assurance information. Although, municipalities will no longer be required to routinely submit all supporting financial assurance documentation to the Department at the time the form is submitted, the municipality is required to maintain all documentation on file as part of the facility's operating record. Also, the Department reserves the right to randomly inspect the facility's operating records to ensure that information being reported is accurate and that documentation is being kept on file as required. **Please submit the LOGO form to my attention no later than December 31, 2004.**

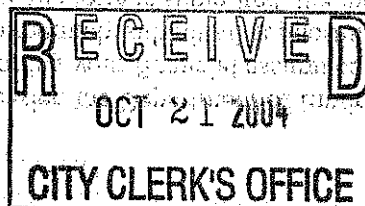
The Department is not given the authority through federal regulations to waive any of the requirements or extend the date of filing. Therefore, the City's financial information should be filed in a timely manner to ensure that the LOGO form is submitted not later than December 31, 2004.

If you have any questions regarding this matter or would like the LOGO form e-mailed to you, please do not hesitate to contact me at the Solid Waste Management Bureau at 271-0675. It is our intention in the future to have this form available on the Department's web site and make requests for future updates via e-mail if the municipality chooses.

Sincerely,

*Laura J. Kieronski*

Laura J. Kieronski  
Program Specialist II  
Solid Waste Management Bureau



Enc.

cc: Patricia J. Juranty, SWMB  
FA File

**NH DEPARTMENT OF ENVIRONMENTAL SERVICES 2005 LOCAL GOVERNMENT FINANCIAL TEST  
FOR THE TOWN/CITY OF \_\_\_\_\_ for fiscal year ending \_\_\_\_\_.**

1. Annual revenue\* for this fiscal year was \$ \_\_\_\_\_.
2. Total estimated post-closure costs for remaining monitoring period \$ \_\_\_\_\_.
3. Does the Town/City have a current bond rating? **Yes or No** If yes, who is it rated by **Moody's or Standard and Poor** and what is the bond rating \_\_\_\_\_?
4. Is the Town/City currently part of a bond issue through the New Hampshire Municipal Bond Bank? **Yes or No**
5. Is the Town/City currently in default on any outstanding general obligation bond or bond issued by the New Hampshire Municipal Bond Bank? **Yes or No**

**Note: If you answered Yes to question #3 and/or #4 please continue with question #6. If you answered No to both question #3 and #4 please answer the following before proceeding to question #6:**

- 5a. Total Cash and Securities† for this fiscal year was \$ \_\_\_\_\_.
- 5b. Total Expenditures for this fiscal year was \$ \_\_\_\_\_.
- 5c. Annual Debt Service for this fiscal year was \$ \_\_\_\_\_.
- 5d. Cash and Securities / Total Expenditures = \_\_\_\_\_.
- 5e. Annual Debt Service / Total Expenditures = \_\_\_\_\_.
6. Has the Town/City operated at a deficit equal to five percent or more of total annual revenues in each of the past two fiscal years? **Yes or No**
7. Are the Town/City financial statements prepared in conformity with Generally Accepted Accounting Principles? **Yes or No**
8. What audit opinion did the Town's/City's latest audited annual financial statements receive? **Qualified or Unqualified** If qualified, please explain \_\_\_\_\_

The undersigned representative certifies that by formal action of the governing body he/she has been authorized to file this document on behalf of the Town/City. Furthermore, the undersigned representative certifies that the Town/City as part of the Facility's public record maintains a copy of this form as well as the documentation necessary to complete this form.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name and Title of Authorized Representative

I would like future reminder requests and forms e-mailed to the following address(es):  
\_\_\_\_\_

\* The sum of General, Special Revenue, Debt Service, and Capital Projects Funds, "Total Operating Revenues" of Enterprise Funds, "Total Non-Operating Revenues" of Enterprise Funds, if positive, and "Total Non-Operating Revenues" of Internal Service Funds, if positive, for the Town/City.

† The sum of cash, cash equivalents, and current investments in the General, Special Revenue, Debt Service, Enterprise, and Internal Service Funds. Items excluded are accounts receivable, retirement assets, real property, fixed assets, and other non-current assets as well as any assets in Capital Projects Funds for the Town/City.



Comcast Cable Communications, Inc.  
460 Amherst Street  
Nashua, NH 03063  
www.comcast.com

October 12, 2004

Mayor and Aldermen  
City of Manchester  
One City Hall Plaza  
Manchester, N.H. 03101

Dear Mayor and Aldermen:

Enclosed is the Comcast franchise fee payment for the third quarter of 2004, along with a backup detailed accounting sheet. If you have any questions regarding this payment, please feel free to contact me at 603-889-1363 ext. 3014.

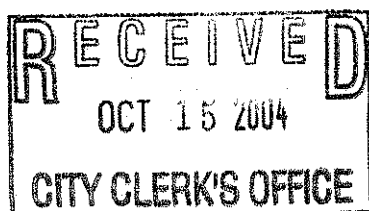
Sincerely,

Bryan Christiansen  
Manager of Government & Community Relations

Enclosed:

Check number: 239379985, \$278,264.64

Comcast



F

**COMCAST  
NORTHEAST REGION**

**CITY OF MANCHESTER**  
**From 07/01/04 - 09/30/04**

**Totals**

**Totals By Service:**

|                             |                       |
|-----------------------------|-----------------------|
| Basic Service Revenue       | \$ 4,048,354.52       |
| Pay Service Revenue 1       | \$ 696,609.49         |
| Other Unregulated Revenue 2 | \$ 488,299.07         |
| Digital Revenue             | \$ 414,701.99         |
| Late Fee Revenue            | \$ 28,568.10          |
| Subtotal                    | <u>\$5,676,533.17</u> |

**Totals By Non Service:**

|                       |                       |
|-----------------------|-----------------------|
| Leased Access Revenue | \$ 15,827.94          |
| Less Bad Debt         | \$ (146,270.67)       |
| Subtotal              | <u>(\$130,442.73)</u> |

|                     |                       |
|---------------------|-----------------------|
| Total Gross Revenue | <b>\$5,546,090.44</b> |
|---------------------|-----------------------|

|                          |                     |
|--------------------------|---------------------|
| Franchise Fee 3Q 04 (5%) | <b>\$277,304.52</b> |
|--------------------------|---------------------|

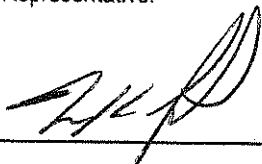
|                         |               |
|-------------------------|---------------|
| 2nd Qtr. Revenue TrueUp | <b>960.12</b> |
|-------------------------|---------------|

|                         |                            |
|-------------------------|----------------------------|
| Franchise Fee 3Q 04 Due | <u><b>\$278,264.64</b></u> |
|-------------------------|----------------------------|

- 1 - Pay Service includes all Pay Channels and Pay Per View Movie/Event revenue.  
2 - Other Unregulated includes converter, remote, installation, TV Guide,  
wire maintenance and other misc. billing adjustments.

(If you have any questions regarding this payment, please call Marc Lockard at 610-650-1039).

Authorized Comcast Representative:

  
\_\_\_\_\_

Date: 10/5/04

FORM B : COPY FOR TOWN (SUMMARY)

F



SYSTEM NAME: COMCAST OF NEW ENGLAND

FRANCHISE NAME: CITY OF MANCHESTER NH

PAID TO: CITY OF MANCHESTER

TERM: 2004 QUARTERLY

| Type                                    | REVENUE Category               | JUL 04                 | AUG 04                 | SEP 04                 | Total<br>3rd Qtr       |
|---|--------------------------------|------------------------|------------------------|------------------------|------------------------|
| Service                                 | Basic Revenue                  | \$ 1,349,657.60        | \$ 1,349,281.72        | \$ 1,349,415.20        | \$ 4,048,354.52        |
| Service                                 | Premium / Pay Revenue          | \$ 222,920.42          | \$ 242,208.18          | \$ 231,480.89          | \$ 696,609.49          |
| Service                                 | Other Unregulated Revenue      | \$ 164,420.04          | \$ 160,458.37          | \$ 163,420.66          | \$ 488,299.07          |
| Service                                 | Digital Revenue                | \$ 139,626.23          | \$ 138,683.43          | \$ 136,392.33          | \$ 414,701.99          |
| Service                                 | Late Fee Revenue               | \$ 9,079.42            | \$ 9,382.73            | \$ 10,105.95           | \$ 28,568.10           |
| <b>SUB TOTAL SUBSCRIBER REVENUE</b>     |                                | <b>\$ 1,885,703.71</b> | <b>\$ 1,900,014.43</b> | <b>\$ 1,890,815.03</b> | <b>\$ 5,676,533.17</b> |
| Non Service                             | Home Shopping Network          | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| Non Service                             | Advertising Revenue (Local)    | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| Non Service                             | Advertising Revenue (National) | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| Non Service                             | Advertising Revenue (Regional) | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| Non Service                             | Leased Access Revenue          | \$ 4,491.86            | \$ 6,154.63            | \$ 5,181.44            | \$ 15,827.94           |
| Non Service                             | Bad Debt                       | \$ (50,353.31)         | \$ (48,718.76)         | \$ (47,198.60)         | \$ (146,270.67)        |
| <b>SUB TOTAL NON SUBSCRIBER REVENUE</b> |                                | <b>\$ (45,861.45)</b>  | <b>\$ (42,564.13)</b>  | <b>\$ (42,017.15)</b>  | <b>\$ (130,442.73)</b> |
| <b>TOTAL REVENUE</b>                    |                                | <b>\$ 1,839,842.26</b> | <b>\$ 1,857,450.30</b> | <b>\$ 1,848,797.88</b> | <b>\$ 5,546,090.44</b> |
| <b>FRANCHISE FEE %</b>                  |                                | <b>5.00%</b>           | <b>5.00%</b>           | <b>5.00%</b>           | <b>5.00%</b>           |
| LOB 01                                  | Cable franchise fee            | \$ 94,285.19           | \$ 95,000.72           | \$ 94,540.75           | \$ 283,826.66          |
| LOB 36                                  | Ad sales franchise fee         | \$ (2,293.07)          | \$ (2,128.21)          | \$ (2,100.86)          | \$ (6,522.14)          |
|   | Fee on Fee                     | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
|   | Less: \$0.15/Sub/Mnth          | \$ -                   | \$ -                   | \$ -                   | \$ -                   |
| <b>TOTAL FRANCHISE FEE DUE</b>          |                                | <b>\$ 91,992.11</b>    | <b>\$ 92,872.52</b>    | <b>\$ 92,439.89</b>    | <b>\$ 277,304.52</b>   |

FORM A : COPY FOR TOWN (DETAIL)

F





# CITY OF MANCHESTER

## Office of the City Clerk



Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk


Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

### MEMORANDUM

To: Tim Bechert, GM  
Verizon Wireless Arena

From:   
Leo R. Bernier  
City Clerk

Date: October 25, 2004

Re: Communication from James and Mary Anne Downs

Enclosed please find a copy of a communication which was received by this office today regarding a recent experience of the Downs' at the September 30<sup>th</sup> Bette Midler concert.

Enclosure

G

Manchester City Council:

I feel compelled to write to you after my recent visit to the Verizon Wireless Arena. I understand that the City of Manchester owns the Arena, therefore, the reason I'm directing this letter to you.

Last month, September 30, I had purchased tickets to the "Bette Midler" performance. I ordered them earlier through Ticketmaster. I inquired when I called about the show and was informed there were four price levels, \$151.00 - \$90.00 - \$50.00 and \$40.00 respectively. I was also told the \$151.00 seats were already sold out. I told the gentleman, I had never been to the Arena and questioned how the seating was set up. He told me the \$90.00 seats were in front center and one level up. He offered me seating in Row P. I asked where in the row we would be and he told me there were 24 seats across and we'd be in the middle of the row; adding they were excellent seats! I asked if there were any end seats available and he offered me Row R. I asked if the seating was A-Z or if it started otherwise.

G

He said it was A-Z and that we would only be two rows back from the original seats he offered. I did purchase the Row R seats and was told that I would need to go to the "Will Call" office to pick them up and that the office opened at 7pm, with the show starting at 8pm.

Never having been to the Arena we left with ample time. Finding parking on the street; we went to the door. We stood in light rain for awhile with a group of maybe 20 other patrons. I could see turnstyle inside the doors and questioned others if the "Will Call" window was inside these doors. I was told that it was around the front of the building. Not being familiar with this building, I had no idea and there were NO SIGNS at these doors.

We walked around to what we now know the front of the building, where I saw a sign which listed several options, of which "Will Call" was listed with a line of people wrapped around the building. After standing for awhile in the, now, heavier rain, we observed people going in and out of this side door. We

asked the couple in front of me and in back of me if they knew where the "Will Call Window" was and they didn't know. Finally, fearful that we perhaps could be waiting in another wrong line, my husband decided to try that side door and see if someone could tell him where this "Will Call" window was; while I held our space in line. Sure enough, it was that side door. WHY ISNT IT MARKED PROPERLY !!!??

It was dark and raining and being unfamiliar with the Arena it was already becoming a sour night.

Sometime after 7pm; perhaps 7<sup>15</sup> to 7<sup>20</sup>p, someone from security came out. I could barely hear what he was saying, so I just followed the crowd, as we were herded to the front doors of the building, only to wait longer in the rain as workers inside milled around awaiting word to open the doors. Opening the doors later and standing around chatting socially with fellow workers while we stood in the rain was very inconsiderate.

The gentlemen who checked my ticket at the turnstyle told me with a

G

sweep of his arm that our seats were in "that" direction. I followed signs to the corresponding section on my ticket. When I ever came out into the actual seating area I was shocked, to say the least. I thought there must be a mistake. I checked my ticket Section 208 ROW R seats 1 and 2. We climbed to Row R and we couldn't believe it. I said to my husband; "if these are \$90 seats where the hell are the \$50 and \$40 seats. We were as high and far as you could be; what could possibly be worse.

The whole section was fairly empty so I started asking people that were around us how much their seats were. Surely, I was in the wrong section; as well seeing whereas I'd never been here before, I must have mistaken seating somehow. Well to my horror, everyone around us had Complimentary tickets. Obviously, enraging me even more.

To say nothing of the fact, that I have a height phobia so I was holding on for dear life during the

whole performance. The acoustics at that height were lousy. The large screen set up on the first floor was a distorted image from that height as well. Also, what we couldn't understand why because there was nothing in the show snake related, but there was this haze that lingered and as a result burning eyes and miserable headaches as both my husband and I have allergies, compounding our misery.

I did call the Administrative Offices to complain. I was told that Bette Midler had sole control over ticket prices, and seat selection as far as what seat would be what price.

Whomever I spoke to had very little compassion for me. She told me if I had been so disenchanted, I should of searched out an usher and exchanged my ticket for an upgrade. I told her that when I purchased the tickets, he was quite explicit, and made it clear to me, that there were NO REFUNDS NOR EXCHANGES. Besides what UPGRADE-I was told \$51. was sold out. I was buying the next best seat as far

G



as I knew. Besides, the only visible ushers were on the ground floor, you were on your own other than that.

After the show, by chance, we found the elevator, thank goodness, again this too had no signs that it was available.

This facility needs to be updated with proper signs especially the "Will Call Window". The Box office and Ticketmaster need to get on the same page as well. A little courtesy to patrons standing in the rain wouldn't hurt either. I was also infuriated that I paid over \$200 for seats that people next to me paid nothing for.

The Administrative offices said that sometimes the terms that ticketmaster uses and the terms the box offices use aren't the same. I was told "in front of the stage, one level up, and OH these are good seats!!" Now tell me, how would you interpret that especially when I was paying the next price down from the Best seats.

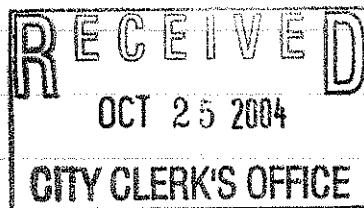
Let me tell you, I did not anticipate being as far away as could be!! I'll also tell you that

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ILL NEVER EVER go to the  
Verizon Wireless Arena again and  
I'm telling everyone else I can  
to do the same!!!

Sincerely

James & Mary Anne Douns  
5 Merrimac Road  
Newton N.H. 03858



G



**City of Manchester  
Department of Finance**

One City Hall Plaza  
Manchester, New Hampshire 03101  
Phone: (603) 624-6460  
Fax: (603) 624-6549

October 19, 2004

Board of Mayor and Aldermen  
C/o Mr. Leo Bernier  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

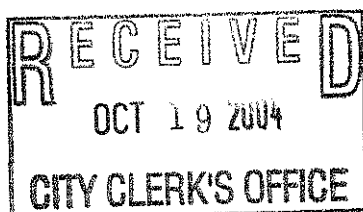
Dear Honorable Board of Mayor and Aldermen,

Attached is a letter from Deputy Chief of Police Gary T. Simmons stating his receipt of \$2,000.00 from the Wal-Mart Foundation towards purchasing exercise equipment and supplies for the Police Department.

I request that you accept the funds and remand them for the purpose intended.

Respectfully submitted,

Randy M. Sherman  
Deputy Finance Officer



H



John A. Jaskolka  
*Chief*

# City of Manchester Police Department

Ralph Miller Public Safety Center  
351 Chestnut Street Manchester, New Hampshire 03101-2294

(603) 668-8711 Business Phone  
(603) 668-8941 Main Fax  
(603) 628-6137 Administrative Offices Fax

## Commission

James A. McDonald, Sr.  
John J. Tenn  
Nury Marquez  
Thomas D. Noonan  
Calvin T. Cramer

## Deputy Chiefs

Richard P. O'Leary  
Glenn S. Leidemer  
Gary T. Simmons

Executive Secretary  
Kim Demers

October 15, 2004

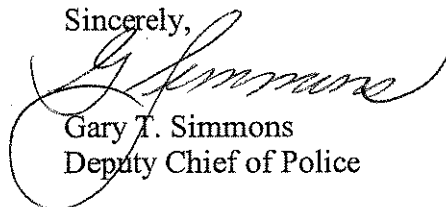
Mr. Randy Sherman  
Deputy Finance Director  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

Dear Randy,

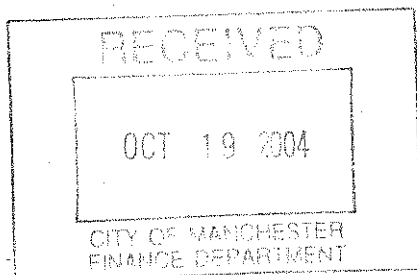
On October 15, 2004, our Department was presented a check for \$ 2,000.00 from the Wal-Mart Foundation towards purchasing exercise equipment and supplies for the Police Department.

I request that you present our request to the Board of Mayor and Aldermen to accept the funds and remand them for the purpose intended. The funds have been deposited into 3300C10610 awaiting approval to expend them.

Sincerely,



Gary T. Simmons  
Deputy Chief of Police



A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY



Internet: [www.manchesterpd.com](http://www.manchesterpd.com)

E-mail: [manchesterpd@ci.manchester.nh.us](mailto:manchesterpd@ci.manchester.nh.us)

H

WAL-MART FOUNDATION

MANCHESTER POLICE DEPARTMENT

Location: 2399

Account #: 8891 SAFE NGHBD HEROES

| CHECK NUMBER | CHECK AMOUNT |
|--------------|--------------|
| 1013482      | \$ 2,000.00  |

Wal-Mart Store # 2399  
300 KELLER ST.  
MANCHESTER NH 03103

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

WAL-MART FOUNDATION  
702 S.W. 8th Street  
BENTONVILLE, ARKANSAS 72716

BANK OF BENTONVILLE  
BENTONVILLE, AR  
81-701 / 829

| DATE OF CHECK | CHECK NUMBER |
|---------------|--------------|
| 09/28/2004    | 1013482      |

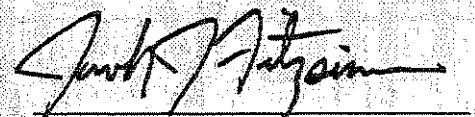
| CHECK AMOUNT     |
|------------------|
| \$ *****2,000.00 |

Void After 180 Days

PAY TWO THOUSAND DOLLARS AND NO CENTS

TO THE ORDER OF MANCHESTER POLICE DEPARTMENT  
MANCHESTER NH

2399 - 8891

  
Senior V.P. - Finance and Treasurer

H

**To the Board of Mayor and Aldermen of the City of Manchester:**

The Committee on Joint School Buildings respectfully advises, after due and careful consideration, that it has approved the use of contingency funds to replace the bleachers and the intercom system at Central High School per Gilbaine's proposal dated October 25, 2004.

Respectfully submitted,



Clerk of Committee

I

Manchester Public  
School Facilities  
Improvement Project

**Gilbane**

OCT 25 2004

Received  
Program Management

Office

Gilbane Building Company  
222 South Jewett Street  
Manchester, NH 03103  
Telephone: (603) 641-0319  
Fax: (603) 641-0319

October 25, 2004

DMJM  
Mr. Allan Jefferson  
222 S. Jewett Street  
Manchester, NH 03103

Re: Manchester Schools Design Build Program  
Gilbane Project No. 3387  
Miscellaneous Bulletin Pricing

Dear Allan:

As a follow up to our conversation Friday afternoon we offer the following budget pricing.

Bulletin No. 00019 remove and replace the Bleachers at Central High School.

- Gilbane provided CCA# 110274 dated \$250,001.00 in the amount of \$225,001.00. for this work.

Bulletin No.00020 Replace lockers at West High School.

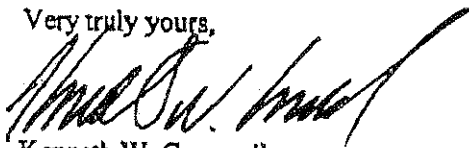
- Budget price based on removing the existing lockers and providing 1000 new frames, 2000 lockers. The unit price would be \$ 240.00 or \$239,000 dollars.

In regards to the Intercom system at Central we are in receipt of DMJM Transmittal dated 10/21/04 with Williams Communication quote dated 9/14/04 in the amount of \$26,526.00. Gilbane has extended and offer to split the cost of this cost, in the sprit of cooperation.

We will finalize the pricing upon and agreed scope and schedule.

Please let me know if you have any questions.

Very truly yours,



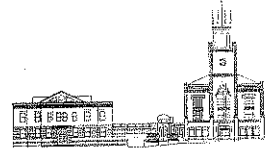
Kenneth W. Cornwell  
Senior Project Manager

Cc: R. Pincince  
File

TOTAL P. 02



## CITY OF MANCHESTER Board of Aldermen



October 28, 2004

The Honorable Board of Mayor  
and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Dear Colleagues:

I am writing you regarding the vote by the Board of Mayor and Aldermen this past Tuesday night regarding the setting of the tax rate. I appreciate the efforts of all, especially after dealing with the City being short-changed by the State, but at the end of the meeting we raised the tax rate and reduced front line services to the residents of our City.

The smaller departments in the City should be okay but I am very concerned about our four largest departments, Fire, Health, Highway, and Police. The Public Health Director, Fred Rusczyk, and Police Chief John Jaskolka both stated that without any serious incidents, both departments will hopefully be okay. The key word is hopefully.

We did significantly impact the delivery of services in both Fire and Highway Departments. Although we avoided layoffs at the Fire Department, ladder trucks in the City will remain out-of-service for the remaining eight months of the year. In my opinion these ladder trucks directly affect the residents of Wards 1, 2, 3, 4, 8, 9, 10, 11, and 12 and indirectly the entire City. We have reduced fire protection in the City potentially risking the safety of our residents and firefighters. Regarding the Highway Department we will see significant reduction in addressing snow this winter. There will definitely be less salt used on our roads, plowing of streets may be delayed, there will be no downtown snow pick-up, and some city sidewalks will not get plowed at night or on weekends.

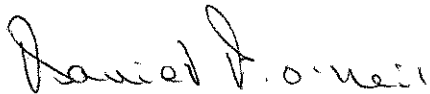


Board of Mayor and Aldermen  
October 28, 2004  
Page 2

Is this what the residents of our City want? An increase in property taxes and fewer services?

If it is not too late, I would ask the Board of Mayor and Aldermen to reconsider its vote of October 26<sup>th</sup>. We should add money to restore the two ladder trucks for the balance of the Fiscal Year and add to our Contingency account to assure the departments that money is available to properly address the winter weather and that the safety of our citizens is not compromised.

Sincerely,

A handwritten signature in cursive script that reads "Daniel P. O'Neil".

Daniel P. O'Neil  
Alderman At-Large

Handwritten initials "PLK" in a stylized, cursive font.



Dick Dunfey  
Secretary/Treasurer

M A N C H E S T E R  
HOUSING AND REDEVELOPMENT CORPORATION

George N. Copadis  
*President*  
William B. Cashin  
*Vice-President*  
Marie E. Donohoe  
*Trustee*  
Fred B. Kfoury, Jr.  
*Trustee*  
M. Mary Mongan  
*Trustee*

October 25, 2004

Board of Mayor and Aldermen  
C/O Manchester City Clerk  
One City Hall Plaza  
Manchester, NH 03101-2097

Honorable Members of the Board:

On October 19, 2004, the Manchester Housing and Redevelopment Corporation Board of Trustees approved a proposal from Brooks Properties of 9 Red Roof Lane, Salem, New Hampshire to acquire and develop the French Hall property at Hackett Hill. Brooks Properties intends to relocate approximately twenty employees of their development company to the facility and lease the remainder to a national tenant.

We have been marketing this property with the objectives of uses which are consistent with the development plan for the area, quality employment opportunities and an increase to the City of Manchester's tax base.

Since 1972, Brooks Properties has been developing office, commercial, and industrial properties in Northern Massachusetts and Southern New Hampshire. They currently own, operate and maintain over 1.5 million square feet of property.

Brooks Properties has offered \$1,150,000.00 on an asking price of \$1,300,000.00 for the French Hall property. In order to assure increased site utilization, they have agreed to doubling the size of the existing building from approximately 30,000 square feet to approximately 60,000 square feet no later than five years from the date of closing. If they fail to complete construction of the additional 30,000 square feet within this time frame they will pay \$30,000.00 in addition to taxes on each closing anniversary date for the following five years. This payment would not be made after completion of the required construction. If Brooks Properties fails to complete the required construction by the tenth anniversary of the closing date, they will within thirty days thereafter sign a contract to market the property for additional development with a local real estate broker including listing in the New Hampshire Commercial Investment Board of Realtors. Brooks Properties also agrees that all improvements to the property will be in accordance with the design guidelines established in the proposed Northwest Business Park Development Plan and will execute a Purchase and Sales Agreement and a Land Disposition Agreement assuring



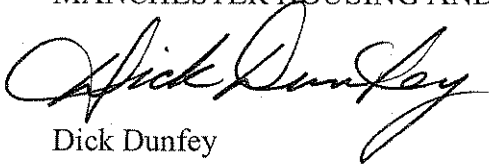
satisfactory completion of their proposed development. Brooks Properties will provide an initial deposit of \$60,000.00 contingent upon due diligence and an additional deposit of \$60,000.00 upon satisfactory completion of due diligence.

We believe that the Brooks Properties proposal represents an excellent first step in the development of the Hackett Hill area and recommend that the Board of Mayor and Aldermen concur in the Manchester Housing and Redevelopment Corporation's approval of the sale of French Hall to Brooks Properties.

We have enclosed a brochure from Brooks Properties which includes a sampling of properties from the Brooks Properties portfolio, including a listing of current uses, which we feel and believe illustrates the quality of their property and the quality of the employment opportunities which occupy their properties.

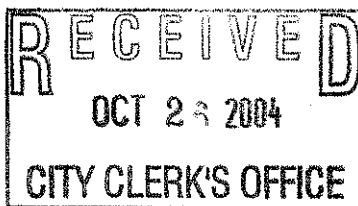
Sincerely,

MANCHESTER HOUSING AND REDEVELOPMENT CORPORATION



Dick Dunfey  
Secretary/Treasurer

cc: Tom Clark  
Jane Hills  
Bob MacKenzie





Dick Dunfey  
Executive Director

MANCHESTER  
HOUSING AND REDEVELOPMENT AUTHORITY

Fred B. Kfoury, Jr.  
Chair

George N. Copadis  
Vice-Chair

William B. Cashin  
Commissioner

M. Mary Mongan  
Commissioner

Marie E. Donohoe  
Commissioner

July 3, 2003

Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03101-2097

Dear Mayor and Aldermen:

The Manchester Housing and Redevelopment Authority, with approval of the City of Manchester, has marketed French Hall at 200 Hackett Hill Road through its real estate broker, CB Richard Ellis. This property was purchased from the University of New Hampshire along with the large parcel of undeveloped land known as Hackett Hill to meet future City objectives for both land preservation and economic development. At the time of the purchase, these properties were deeded to the Manchester Housing and Redevelopment Authority for development and disposition, subject to a Cooperation Agreement signed November 6, 2002, a copy of which is attached. The 1999 purchase price of the French Hall property in a stronger economy was \$1,887,500 based on the building's use as a school with no real estate tax benefit to the City. The property is currently assessed for \$1,411,500.

The Manchester Housing and Redevelopment Authority Board of Commissioners will be considering two proposals for the sale and development of French Hall at its July 10, 2003 meeting, and expects to report on its selection for the Board of Mayor and Aldermen meeting on July 15, 2003. A copy of the selected proposal will be forwarded to you after the Board of Commissioners meeting on July 10, 2003.

In addition, the Manchester Housing and Redevelopment Authority recommends that the administrative responsibility associated with the disposition of French Hall and related project improvements become Project No. 2 under the Cooperation Agreement between the Authority and the City dated November 6, 2002. Copies of the proposed Project No. 2 scope of services, project budget, and Cooperation Agreement dated November 6, 2002 are included for review.

Thank you.

Sincerely,

MANCHESTER HOUSING AND REDEVELOPMENT AUTHORITY

Dick Dunfey  
Executive Director

cc: Tom Clark



**PROJECT NO. 2 UNDER COOPERATION AGREEMENT  
DATED NOVEMBER 6, 2002**

**DISPOSITION OF FRENCH HALL AND ASSOCIATED IMPROVEMENTS**

The City agrees that the Authority shall coordinate the design and construction of a new access road from Hackett Hill Road to the existing access road behind French Hall and the disposition of the French Hall property.

1. Compliance with governmental orders. The Authority will take such action as it may deem necessary to comply promptly with any and all governmental orders or other requirements affecting the Project, whether imposed by Federal, State, County or City authorities. The Authority will notify the City or its designee in writing of all notices of such orders or other requirements, within 72 hours from the time of their receipt.
2. Authority's authorization. The City authorizes the Authority to:
  - A. Complete the Project according to this Agreement.
  - B. Contract for all services required to complete the project as outlined in the Project budget attached as Exhibit "A".
  - C. Represent the City in specific matters related to the Project.
3. Authority's obligations

The Authority shall provide all required administrative services to complete the project by arranging for and administering contracts for design and construction of improvements and to facilitate the disposition of French Hall.

  - A. Hackett Hill access road: The Authority will coordinate with the City of Manchester Public Works Department regarding design of a new access road from Hackett Hill Road to the existing roadway behind French Hall. The Authority shall coordinate with the City of Manchester's Public Works Department regarding revised subdivision plans of the French Hall property.
  - B. French Hall: The Authority will review proposals, select a developer and report to the Board of Mayor and Aldermen.
4. Reports. The Authority will furnish information as may be requested by the City from time to time with respect to the project's financial, physical, or operational condition.
5. Project costs. The estimated project budget is attached as Exhibit "A".

6. Accounting system. The Authority will develop a systematic method to record the business transactions of the Project that appropriately reflects the complexity of the Project operations.
7. Term Agreement. This agreement may be terminated by either party providing ninety (90) day prior written notice to the other of termination.
8. General. Notwithstanding any provision of this Agreement or any obligation of Authority hereunder, it is understood and agreed: that the City has assumed and will maintain its responsibility and obligation throughout the term of this Agreement for the finances and the financial stability of the Project; and that the Authority shall have no obligation, responsibility, or liability to fund authorized Project costs, expenses, or accounts other than those funds generated by the Project itself or provided to the Project by the City. Provided however, that the Authority shall not expend funds in excess of what is shown in Exhibit "A" without prior approval of the Aldermanic Special Committee.
9. The City, upon approval of this Project by the Board of Mayor and Aldermen, hereby appoints the Aldermanic Special Committee on the Civic Center (hereinafter referred to as "Special Committee") as its designee to oversee and monitor all activities to be carried out as part of this Project. The Executive Director of the Authority, or his designee, shall, on behalf of the Authority, report to and consult with the Special Committee on all matters required hereunder.
10. Upon completion any positive balance in project proceeds shall be retained by the Authority for uses associated with the Hackett Hill Development Project subject to approval by the Aldermanic Special Committee. Should project costs exceed funding available through the sale of French Hall, the City of Manchester shall reimburse the Authority for all costs associated with the project.

Project approved by City Solicitor on \_\_\_\_\_ 2003.

Project approved by Board of Mayor and Aldermen on \_\_\_\_\_ 2003.

Project approved by Manchester Housing and Redevelopment Authority on \_\_\_\_\_ 2003.

Project No. 2 Under Cooperation Agreement Dated November 6, 2002  
Hackett Hill Access Road/French Hall Disposition  
Exhibit "A"

Project Budget

The following is a list of anticipated expenses and income associated with the above described project.

|   | <u>Estimated<br/>Income</u> | <u>Estimated<br/>Expenses</u> | <u>Estimated<br/>Balance</u> |
|---|-----------------------------|-------------------------------|------------------------------|
| 1. Design and construction supervision services for new access road.            |                             | \$30,000                      |                              |
| 2. Construction of new access roadway and associated utilities.                 |                             | \$200,000                     |                              |
| 3. Sale of French Hall  | \$1,200,000                 |                               |                              |
| 4. Professional services  |                             | \$25,000                      |                              |
| 5. Manchester Housing and Redevelopment Corporation annual administration costs |                             | \$60,000                      |                              |
| 6. Broker's commission on sale @ 5%   |                             | \$60,000                      |                              |
| Total Income  | \$1,200,000                 |                               |                              |
| Estimated Expenses  |                             | \$375,000                     |                              |
| Estimated proceeds from Project   |                             |                               | \$825,000                    |

## COOPERATION AGREEMENT

This Cooperation Agreement (hereinafter referred to as the "Agreement") is made by and between The City of Manchester (hereinafter referred to as the "City") and the Manchester Housing Authority also known as Manchester Housing and Redevelopment Authority (hereinafter referred to as the "Authority") as and of Nov. 6, 2002.

WHEREAS, the Authority acting on its own or through its subsidiaries is authorized to develop industrial, manufacturing and other facilities pursuant to RSA 162:G and pursuant to RSA 292.

WHEREAS, the Authority is further authorized to develop or redevelop substandard or blighted ~~land~~ property, to acquire real property by eminent domain or purchase, and to issue bonds to pay for its projects pursuant to RSA Chapters 203 and 205.

WHEREAS, the Authority is also authorized to construct, carry out, maintain and operate housing projects, to acquire real property by eminent domain for such purposes, and to issue bonds to pay for such projects pursuant to RSA Chapter 203.

WHEREAS, the City is also authorized to issue bonds to pay for projects which develop industrial and manufacturing facilities pursuant to RSA Chapter 162-G and 203 and to pay for other projects pursuant to its Charter.

WHEREAS, the City is further authorized to issue bonds to finance projects permitted by RSA 203 and 205.

WHEREAS, the City and the Authority are authorized to enter into cooperation agreements to set forth their respective responsibilities under the statutes cited above.

WHEREAS, the City and the Authority have entered into various cooperation agreements



for various redevelopment and housing projects (hereinafter referred to as "Project" or "Projects") in the past, and wish to simplify and standardize the cooperation agreement process.

THEREFORE, the parties agree as follows:

1. The City and the Authority from time to time have identified needs for various Projects to insure the continued growth and prosperity of the City, to promote the general welfare, safety and health of its citizens, to promote the provision of residential, commercial, industrial, institutional and recreational buildings and facilities and other improvements, to enhance tax revenues and the financial stability of the City, and to provide new places of residence and employment for its citizens, and intend to identify further such Projects in the future.

2. The City and the Authority have, in the past, completed such Projects by various cooperation, and other agreements and desire to set forth in, this agreement one simplified and standard agreement between the parties.

3. All local municipal authority and financial responsibility with respect to Projects referred to herein are to be authorized by the Board of Mayor and Aldermen of the City and thereafter shall be overseen and monitored by the Aldermanic Special Committee on the Civic Center (hereinafter referred to as the "Special Committee") and through the Authority or its subsidiaries. The City and the Authority agree that the Projects shall be carried out through the Authority, or its subsidiaries, on behalf of the City as provided in the specific plans for each Project as may be approved by the Board of Mayor and Aldermen of the City.

4. The City will provide appropriate funding for the Projects as determined by the City and may require that private developers reimburse it for all or a portion of financial expenditures

and pay additional expenditures.

5. The Authority shall undertake the acquisition, relocation and construction of the Projects and the City, delegates to the Authority all of the power and duties with respect to the projects specified to be exercised by the Authority under the supervision of the Special Committee. The Authority accepts such delegation and agrees to exercise such power and its own powers and duties, or as agents of the City as specified in each Project description in order to complete the same and realize the public benefits resulting from the activities contemplated thereby. The City accepts financial responsibility for each Project, but only to the amount set forth in each Project description.

6. This Agreement shall be effective as of its date of execution and delivery; but shall not be executed until it has been approved by the City Solicitor and shall continue in full force and effect until terminated as provided herein.

7. This Agreement may be amended only by written instrument of the parties hereto.

8. Prior to any Project to be undertaken in furtherance of this Agreement, such project will have received adequate review by appropriate City departments and shall have all terms and conditions with respect to the development, payment and any other relevant factors reviewed and approved by the City Solicitor and thereafter approved by the Board of Mayor and Aldermen. After such approval, the Board of Mayor and Aldermen shall refer the Project to the Special Committee and the Authority for execution and completion. Upon such approval, the Project shall be governed by the terms of this Agreement without further action by either party.

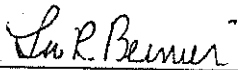
This Agreement may be terminated by either party for cause.

IN WITNESS WHEREOF, the City and the Authority, each being hereunto duly

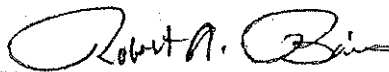
authorized, have respectively caused this Agreement to be executed by their authorized officers and their seal to be hereunto affixed and authenticated as of the date first set forth herein.

ATTEST

CITY OF MANCHESTER



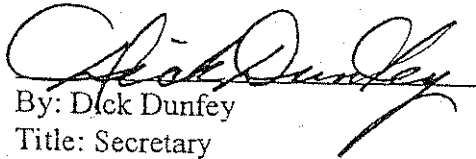
By: Leo Bernier  
Title: City Clerk

By: 

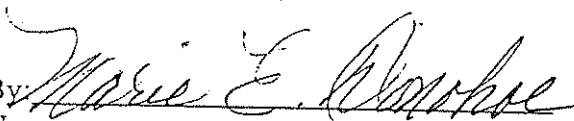
Name: Robert Baines  
Title: Mayor

ATTEST

MANCHESTER HOUSING AUTHORITY a/k/a  
MANCHESTER HOUSING AND  
REDEVELOPMENT AUTHORITY



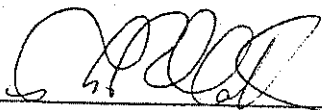
By: Dick Dunfey  
Title: Secretary

By: 

Name: Marie E. Donohoe  
Title: Chair

Date: November 18, 2002.

Approved



Thomas R. Clark  
City Solicitor

|  |  |
|--|--|
| Alderman Lopez   | Alderman Lopez asked who is on the Energy Committee?   |
| Alderman O'Neil  | Alderman O'Neil answered they haven't been named yet. I spoke with the Mayor before we both went on vacation. We need to name a committee regarding baseball as well, and I'm drawing a blank, Your Honor, there might be a third.   |
| Mayor Baines   | Mayor Baines stated yes, why don't we do that this week and get that committee formed.   |
| Alderman O'Neil  | Alderman O'Neil stated by the meeting the first of August the committees will all be named and allowed to move forward.  |
| Motion carried.  | Mayor Baines called for a vote on the motion and there being none opposed, the motion carried.   |
| Lease agreement between the City and the Manchester Community Resource Center.   | Lease agreement between the City of Manchester and the Manchester Community Resource Center for a term of 18 months.<br>(Forwarded under separate cover to Mayor and Aldermen, and available for viewing at the office of the City Clerk.)   |
| Voted to approve the agreement and authorize execution of same subject to the review and approval of the City Solicitor. | On a motion of Alderman O'Neil, duly seconded by Alderman Sysyn, it was voted approve the lease agreement and authorize execution of same subject to the review and approval of the City Solicitor.  |
| Mayor Baines   | Mayor Baines addressed Item 21 of the agenda:  |
| Cm. from the Manchester Housing and Redevelopment Authority.   | Communication from the Manchester Housing and Redevelopment Authority submitting Project No. 2 under the Cooperation Agreement dated November 6, 2002 regarding disposition of French Hall and associated improvements.  |
| Motion to approve Project No. 2 under the Cooperation Agreement with conditions submitted made and duly seconded.        | Alderman Forest moved to approve Project No. 2 under the Cooperation Agreement between the Manchester Housing and Redevelopment Authority and the City with conditions submitted. Alderman O'Neil duly seconded the motion.  |
| Alderman Shea  | Alderman Shea stated we paid so much money for that particular project as we go back in time I believe we swapped properties with the UNH and so forth, and the City has a bonding, I believe Kevin you can help me out with this, but we have a bonding don't we in terms of paying off this particular project. Is that correct? |
| Mr. Clougherty   | Mr. Clougherty answered I believe there was. My recollection is that there was.  |
| Alderman Shea  | Alderman Shea asked is there still money owed in that bonding that we have?  |

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Mr. Clougherty answered yes I believe there is Alderman but I have to go back and check for the exact...

Mr. Clougherty

Alderman Shea asked so that if for instance we were to then approve this, do we get the money back that we put in as far as taxes are concerned? I mean we taxed the people to pay for this through a bonding and are we going to get anything back?

Alderman Shea

Mr. Clougherty answered part of the way it works is Alderman, is it was modeled after what we had done at the airpark. Similarly where there was...but it was modeled after the Manchester airpark, where the thought was that the proceeds would go into a trust fund so that those dollars could go back into the project so that as you further developed up the line you would have a pool of money to make sure that that was completed and then at the completion of the development those dollars would be available to go back to the City.

Mr. Clougherty

Alderman Shea stated so basically what you're doing is you are regurgitating the funds so that as time goes on hopefully there will be other people coming and making some type of, or having an interest in that particular area. Is that correct?

Alderman Shea

Mr. Clougherty answered and what you get back is the valuation on the buildings as you're going along and that's the property taxes the valuation that affects that.

Mr. Clougherty

Alderman Lopez stated I've just got a couple of questions here and bring some things to attention here. I'm for selling French Hall, but I'd like to know if Manchester housing, if charging an administrative fee for the project unit No. 2 \$60,000. How can you come up with a figure of \$60,000? Is this a full-time person that's handling this as another employee of Manchester Housing?

Alderman Lopez

Mr. Ken Edwards, Assistant Executive Director with Manchester Housing and Redevelopment Authority replied we have used existing staff and prorated their salaries and estimated what we feel the time each would dedicate to bring this project to completion. We've already dedicated a pretty significant amount of staff time in the marketing, developing the RFP that resulted in the contract with CB Richard Ellis to market the property, and we... Traditionally the relationship between the Authority and the City with regard to these projects is for us to provide a budget to administer the programs on behalf of the City and then to report the actual costs that we track our time, we charge our time, the actual time spent for each individual on our staff who is working on this project and then we would report that actual cost to the City and make up whatever differences. If you note in the...

Mr. Ken Edwards

Alderman Lopez stated let me just interject. In November of...I think it was November 6<sup>th</sup> if I looked at the number here. When the agreement went into effect, here it is six months

Alderman Lopez

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Alderman Lopez later. So for six months of work in doing this particular project, you're going to charge us \$60,000?

Mr. Edwards Mr. Edwards answered no. What we're estimating is that that is the total cost of administrating the sale of French Hall, which will include from this point forward if you approve the sale, a purchase and sales agreement, a land disposition agreement, and then a supervision of construction to assure that they complete all of the improvements that they have proposed to complete, and issuing a certificate of completion at the end of the project, and the associated sundries, copying and clerical support and that kind of thing.

Alderman Lopez Alderman Lopez stated I've just got a couple of things here. Like on this road construction in the Hackett Hill master plan that we paid X number of dollars for, it indicated the same thing you're going to do for \$220,000 it was estimated at almost \$600,000 in the master plan. Did you look at the master plan?

Mr. Edwards Mr. Edwards replied yes.

Alderman Lopez Alderman Lopez asked why the difference?

Mr. Edwards Mr. Edwards answered the scope of the services...if the City adopts the master plan...

Alderman Lopez Alderman Lopez interjected we adopted the master plan.

Mr. Edwards Mr. Edwards stated no you haven't.

Alderman Lopez Alderman Lopez asked Mr. MacKenzie?

Mr. MacKenzie Mr. MacKenzie stated no the Board has not yet adopted the master plan.

Alderman Lopez Alderman Lopez asked why do we have it then?

Mr. MacKenzie Mr. MacKenzie replied there was a presentation to the Board, there was no activity on the land purchases, there's been some items that will probably be revised, and I believe the Economic Development office will be bringing that back into the Board revised for adoption in the next three months.

Alderman Lopez Alderman Lopez stated I think when we received it and we go the report on the master plan, we accepted the report. That's not accepting it? I mean why would we pay all of this money and have a presentation on the master plan of Hackett Hill and we accepted it...so I guess where I'm going with this is, and I've talked to Mr. MacKenzie about this, we're talking we've got about \$7 million invested in this area, we're talking in the master plan of \$25 million more dollars for Hackett Hill and here we have the first phase coming in at \$220,000,

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being charged \$60,000, and I just think it has to go back to staff and give us a better understanding of Hackett Hill as to where it's going. Like I said in the beginning, I'm in favor of selling French Hall. We can do that, but I have a couple of questions like I know that there's a million dollars hanging around in another fund in reference to Hackett Hill or economic development. MHA can't touch that; I want to make sure of that. And secondly, the trust fund, and I've spoken to Tom Clark, the trust fund the way I understand it we can do anything we want with the trust fund if we vote to take money out of there to do economic development. Would that be clarified tonight so the rest of the members of the Board understand that if we have X number of dollars in the trust fund, and we decide to take money out of there for economic development, and it does not pertain to Hackett Hill, that we can do that.

Alderman Lopez

Mr. Clark stated there's a contract between the City and the Housing Authority that states that the proceeds from the sale of the property up at Hackett Hill will be placed in a trust fund held by the City of Manchester, which is held through the Finance Office, and that the City may use those monies as it deems fit for economic development.

Solicitor Clark

Alderman Lopez stated okay I want that cleared. Mr. MacKenzie the million dollars we've got hanging around for economic development. Where is that money?

Alderman Lopez

Mr. MacKenzie answered there's actually two accounts. One larger one that is nearly a million dollars, it was certain proceeds from the sale of lands for conservation and that has been placed in a CIP account. The other is an account, and I don't know the total amount, but that was revenues from the satellite dishes and other antennas on Hackett Hill, is going into a specific trust account.

Mr. MacKenzie

Mayor Baines stated could I just add. I think the plan always was, even though there's flexibility, that the money that was generated on Hackett Hill would go into the infrastructure on Hackett Hill, and a reminder to all of the Aldermen that that's our last best hope in terms of bringing in new development as opposed to redevelopment in the City and I would urge the Board not to touch those funds and leave them for their intended purpose, even though you could by vote. You could do a lot of things by vote, but I don't think that would be a wise thing to do.

Mayor Baines

Alderman Lopez stated the other point I wanted to bring out, Your Honor, is that if economic development comes up that we know where that money is...we can touch it...I have no intentions of touching it right now.

Alderman Lopez

Mayor Baines stated I hope ever.

Mayor Baines

Alderman Lopez stated we were told also the interchange and that's why it needs to be updated by staff to make sure that we're getting the best for our dollar if we're going to go

Alderman Lopez

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Alderman Lopez

forward with Hackett Hill. Now, since you've told me that this is not the plan then, then I assume the plan is out the window for Hackett Hill if we haven't accepted it. So either we have accepted the report as a plan or we have not. That's what I'm confused on. Can you help me out?

Mayor Baines

Mayor Baines stated well I can answer the question. The Board has not formally adopted the plan. It was presented for input and review, they are continuing to review it, and it will be coming forward for final adoption. Am I correct on that?

Alderman Lopez

Alderman Lopez asked but we continue to move forward with the phases of the plan?

Mayor Baines

Mayor Baines replied well the concept is there, right.

Alderman Lopez

Alderman Lopez stated we need to have staff to really update this and bring it back to the Board and see whether or not we want to spend \$25 million up there also.

Mayor Baines

Mayor Baines stated yes.

Alderman DeVries

Alderman DeVries stated Kevin Clougherty I have a question for you. Since we bonded \$1.887 back in 1999, at least that's what my notes are saying. The likelihood that we've paid that down to anything close to the \$1.2 that they're looking for us to accept for a purchase price is what? What would you estimate in the four years or it depends on when you sent those bonds out?

Mr. Clougherty

Mr. Clougherty answered I think it was a larger bond issue than that, and I'd have to go back and research that Alderman. But I don't think the \$1.2 million is the right number.

Alderman DeVries

Alderman DeVries stated right, so you're thinking that it is probably terribly high...

Mr. Clougherty

Mr. Clougherty interjected I think there's still bonds outstanding that may be higher than what you get for proceeds but again understanding that when the agreements were drafted up to continue the concept of using those dollars to perpetuate the redevelopment at the site that was...

Alderman DeVries

Alderman DeVries interjected I understand that, I'm just trying to determine if there are going to be any proceeds left from this when we get done. Because we're talking a \$1.2 million purchase price after they get done with the road construction, they're guessing that they're going to have \$825,000 left. Now if we bonded at 1.9 that's \$700,000 that we have to potentially make up. So it's leaving about \$100,000 left if we have to pay off...that's why I'm trying to find out. What can I expect that that may have been paid down with four years worth of payments? Can you give us a generalization?

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Mr. Clougherty answered I'd prefer not to Alderman because what I'd like to do is as I said earlier, is go back, pull out the files, take a look at exactly what's happening there. You know I've just looked at this on this part of the agenda yesterday and come back to you with some accurate information rather than trying to guess tonight.

Mr. Clougherty

Alderman DeVries stated I guess my further comment then is going to be...I mean if we're not selling our first property to set up the infrastructure for future properties, I'm not sure that this is something we should be jumping at today. So that's an essential piece of information to prove to us if this asking price is appropriate. Today's assessed value is sitting at \$1.4 million, so you're asking us to sell this for less than an assessed value on today's market. I'm not sure that's appropriate. I think I have a reply coming to me.

Alderman DeVries

Mr. Clougherty replied the proceeds will go into a trust fund to be used for economic development. To be used at that project. Not to pay down the bonds.

Mr. Clougherty

Alderman Forest stated I'll ask Kevin a question in a minute, but the assessed valuation of the French Hall property was at \$1.3 million. Correct? Okay so I knew it was around there, and the offer was for how much? \$1.2 [million]?

Alderman Forest

Mr. Edwards replied on an asking price of \$1.3 [million].

Mr. Edwards

Alderman Forest replied correct, and what are we talking about improvements to French Hall and the property?

Alderman Forest

Mr. Edwards answered we're talking about a development which will...the existing French Hall is approximately 31,000 square feet. The proposal by the Workout Club is going to add a minimum of 49,000 square feet to that existing 31,000 square feet and if we give them the go ahead and enter into a purchase and sales, they are going to try and go to the bank with an addition of 79,000 square feet. Ultimately that's where...they want to be at 100,000 square feet on that site and hopefully can do it all in one phase. But what they've committed to is doing the 49,000, rehab of the existing building, and an addition of 49,000 square feet with the hope that they can afford to do the entire 79,000 square foot addition, which would make the whole project about 100,000 square feet.

Mr. Edwards

Alderman Forest asked if this was for the Hackett Hill project, or was it just for French Hall?

Alderman Forest

Mr. Clougherty answered French Hall my recollection was a separate phase. But I'd have to go back again and check that Alderman. I haven't done that recently.

Mr. Clougherty

On a motion of Alderman O'Neil, duly seconded by Alderman Forest, it was voted to move the question.

Voted to move the question.

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Motion carried.

Mayor Baines called for a vote on the motion to approve Project No. 2 under the Cooperation Agreement between the Manchester Housing and Redevelopment Authority and the City with conditions submitted. The motion carried with Alderman Wihby and Alderman Gatsas duly recorded in opposition.

Alderman Lopez

Alderman Lopez asked can we have staff at a reasonable period of time come back with the report on Hackett Hill of the \$25 million that we're going to be supposedly investing and where we're going with Hackett Hill.

Mayor Baines

Mayor Baines replied okay and that will need to be done.

Cm. from the  
Manchester Boys and  
Girls Club

Communication from the Manchester Boys and Girls Club requesting a waiver of the business license fee for the annual Dobles Chevrolet Class Car Show, which was held on June 22, 2003.  
(Note: Fees cannot be waived under law.)

Voted to donate  
\$300.00 from civic  
contributions to  
the Manchester Boys  
and Girls Club.

On a motion of Alderman Garrity, duly seconded by Alderman Guinta, it was voted to donate \$300.00 from civic contributions to the Manchester Boys and Girls Club to reimburse for the cost of the business license fee.

Mayor Baines

Mayor Baines addressed Item 23 of the agenda:

Cm. from Leona  
Dykstra.

Communication from Leona Dykstra, Charter Commission Chairman, requesting that the Board place the question of adopting the proposed charter revision on the November 2003 General Municipal Election Ballot.  
(Note: Final report of Charter Commission previously forwarded to Board of Mayor and Aldermen under separate cover and available for viewing in the Office of the City Clerk and on the website ci.manchester.nh.us).

Motion to place  
the question regard-  
ing the Charter on  
the November 2003  
Municipal Election  
ballot made and duly  
seconded.

Alderman Wihby moved that the City Clerk place the question:

"Shall the municipality approve the charter revision recommended by the charter commission?"

on the November 2003 General Municipal Election Ballot consistent with RSA49-B:4.

Alderman Garrity duly seconded the motion.

Alderman Forest

Alderman Forest stated this is for Tom. If we vote no on this, will this still be put on the ballot?

Solicitor Clark

Mr. Clark stated the law says that you have to place it on the ballot. If you voted no you'd be violating...

Alderman Forest

Alderman Forest asked if we voted no it would automatically go to the ballot?

Solicitor Clark

Mr. Clark replied if you vote no, you'd be violating the law.

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# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2005 CIP 811305, Revaluation Update Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 1. That there be and hereby is authorized under and pursuant to the Municipal Finance Act, and any other enabling authority, the issuance and sale of general obligation serial bonds, notes or lease purchases of the City in the aggregate principal amount of Two Hundred Fifty Thousand Dollars (\$250,000) at one time or from time to time as one or more separate bond, note or lease purchase issues for purposes stated in Section 3 of said Act, as more specifically hereinafter indicated. The bonds, notes or lease purchases of each issue shall bear the City Seal, shall be signed by the manual or facsimile signature of the Mayor, countersigned by the manual or facsimile signature of the Finance Officer and shall be payable in such annual installments as shall be determined by the Finance Officer with the approval of the Mayor. Except as otherwise provided by law and this Resolution, discretion to fix the date, maturities, denomination, place of payment, form and other details of each issue of said bonds, notes or lease purchases and of providing for the sale thereof is hereby delegated to the Finance Officer.

SECTION 2. That the proceeds of said bonds, notes or lease purchases be and they are hereby appropriated for the purpose of financing costs of the following public works and improvements of a permanent nature, hereby authorized namely,

| <u>Purpose</u>                              | <u>Amount</u> |
|---|---------------|
| 2005 CIP 811305, Revaluation Update Project | \$250,000     |

It is hereby declared that the public works and improvements to be financed by said bonds, notes or lease purchases have a useful life in excess of 5 years.

SECTION 3. That the Finance Officer, with the approval of the Mayor, is hereby authorized to issue at one time or from time to time notes in anticipation of said bonds, notes or lease purchases and to renew or refund the same under and pursuant to and to the extent authorized by RSA 33:7a.

SECTION 4. That an amount sufficient to pay the principal of and interest on said bonds, notes or lease purchases payable in each year during which they are outstanding be and hereby is appropriated and, to the extent other funds are not available for such purpose, said amount shall be included in the tax levy for each year until the debt represented by said bonds, notes or lease purchases is extinguished.

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# City of Manchester New Hampshire

*In the year Two Thousand and Four*

## A RESOLUTION

"Authorizing Bonds, Notes or Lease Purchases in the amount of Two Hundred Fifty Thousand Dollars (\$250,000) for the 2005 CIP 811305, Revaluation Update Project."

Resolved by the Board of Mayor and Aldermen of the City of Manchester as follows:

SECTION 5. That the bonds, notes or lease purchases herein authorized may be consolidated with any other issue of bonds, notes or lease purchases heretofore or hereafter authorized, provided that the last annual installment of any such consolidated issue shall be payable not later than the date on which the last annual installment of the bonds, notes or lease purchases herein authorized must be payable pursuant to this Resolution.

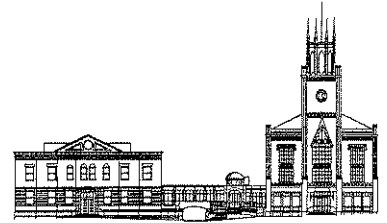
SECTION 6. This Resolution shall take effect upon its passage.

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## CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing  
Manchester, New Hampshire 03101  
Tel: (603) 624-6520 – Fax: (603) 628-6288  
Email: [assessors@manchesternh.gov](mailto:assessors@manchesternh.gov)  
Web: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



Steven G. Tellier, Chairman  
Thomas C. Nichols  
Stephen W. Hamilton

Christine Hanagan  
Assistant to Assessors

To: Board of Mayor and Aldermen  
From: Board of Assessors  
Date: October 14, 2004  
Re: Tax Base and Overlay Projection

Pursuant to requests from the Office of the Mayor and several Aldermen regarding tax base and overlay figures, the following may be used as final projections for budgetary discussions. We anticipate closing our valuation system on or before the 20<sup>th</sup> of this month, and the State's MS1 form subsequently completed and delivered to the Department of Revenue Administration.

Please note that the tax base figure represents nearly 2% of real growth, which has not been seen in some time.

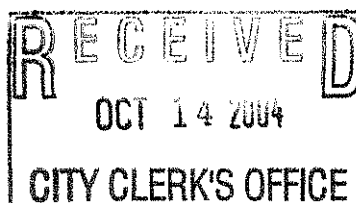
- **2004 Tax Base:** \$5,279,000,000 (This figure is consistent with May 04 projection)
- **2004 Overlay:** \$700,000 (This appropriation has been reduced \$300,000 from May 04 projection)

### 2006 Citywide Revaluation:

The Board of Assessors has received RFP's from two vendors for the 2006 Citywide Revaluation. They have submitted anticipated costs for both, a Valuation Update and a Full Revaluation. Our Board will be forwarding to the BMA a comparative analysis of all costs well before the November 3<sup>rd</sup> meeting for discussion on a final appropriation amount. Also, we have received and complied with a request for a copy of the RFP's from an Alderman. Should any other member of the BMA wish copies, please contact this office.

Members of the Board of Assessors will be in attendance at the next BMA meeting on October 19, 2004.

CC: Kevin Clougherty, Finance Officer  
Thomas R. Clark, City Solicitor



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## CITY OF MANCHESTER Board of Assessors

One City Hall Plaza, West Wing  
Manchester, New Hampshire 03101  
Tel: (603) 624-6520 – Fax: (603) 628-6288  
Email: [assessors@ci.manchester.nh.us](mailto:assessors@ci.manchester.nh.us)  
Web: [www.ManchesterNH.gov](http://www.ManchesterNH.gov)



Steven G. Tellier, Chairman  
Thomas C. Nichols  
Stephan W. Hamilton

Lee Ann Provencher  
Assistant to Assessors

**IN BOARD OF MAYOR & ALDERMEN**

**DATE:** October 5, 2004

**ON MOTION OF ALD.** Lopez

**SECONDED BY ALD.** Shea

**VOTED TO** table.

To: Mayor and Board of Aldermen  
From: Board of Assessors  
Date: September 8, 2004  
Re: FY2005 Budget Issues

*[Signature]*  
**CITY CLERK**

Please consider this request for all or some measure of dispensation from the 98% spending directive. Due to movement within our department in filling the Residential Appraiser position we currently have a vacant Customer Service position. We understand the implication of the directive to the tax rate. However, the need to fill that position is critical.

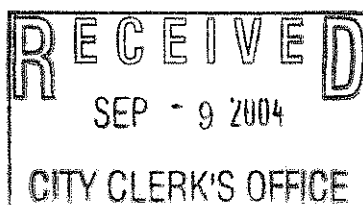
I have taken the liberty to list several issues below for the BMA's initial review. We have the means and finances within our current budget to correct all of the problems. However, this would require dispensation from the 98% spending directive. As these issues affect our department's ability to operate effectively and efficiently, our Board feels these issues need to be addressed as quickly as possible.

I look forward to an opportunity to meet with the BMA in requesting assistance to resolve these items.

Issues:

- The timely hiring of a vacant Customer Service position;
- The replacement of several failing computers which are hampering data entry and valuation work;
- Replacement of inadequate computer monitors to serve the public in using the City's valuation system and utilizing the GIS system. Replacing the monitors will assist in cost reductions and encourage customers to acquire the information they need with minimum customer assistance, further raising efficiencies. Using the City's electronic database also ensures the customer receives the most up to date information.

It is important to note that the Assessing Department is a front line service to economic development.

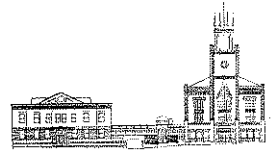


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# CITY OF MANCHESTER

## Office of the City Clerk



IN BOARD OF MAYOR & ALDERMEN

DATE: October 5, 2004

ON MOTION OF ALD. Shea

SECONDED BY ALD. O'Neil

VOTED TO table

Leo R. Bernier  
City Clerk

Carol A. Johnson  
Deputy City Clerk

Paula L-Kang  
Deputy Clerk  
Administrative Services

Matthew Normand  
Deputy Clerk  
Licensing & Facilities

Patricia Piecuch  
Deputy Clerk  
Financial Administration

September 27, 2004

The Honorable Board of Mayor  
and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

Dear Honorable Board Members:

Now that we have a quarter of the fiscal year behind us, we respectfully request dispensation from the Board's 98% spending directive in the FY2005 budget.

During the September Primary, Manchester schools were open rather than being closed like the last primary thereby requiring additional costs associated with staffing, safety (police) and other related election costs.

With the November Election right around the corner, we are now experiencing an additional cost by the City having to not only print but program our voting machines to include a second ballot for the City Charter amendment question. Last week the State of New Hampshire notified us that they would be unable to include our referendum question on their ballot due to spacing constraints.

Therefore, we ask that the Board set aside \$9,500 in contingency funds for this purpose.

However, the good news is that after reviewing revenues for the City Clerk's office (at the request of Finance), it is felt we can increase our revenues by approximately \$50,000 for the year.

Your favorable consideration of this request is gratefully appreciated.

Sincerely,

Leo R. Bernier  
City Clerk

10-19-04  
Pending Planning  
Report Rpt.

# Proposed Amendment to the Zoning Map

At

**The Northwest Corner of  
Front Street and Hackett Hill Road**  
(Tax Map 767 Lots 4 & 4B)

Submitted to:

The Honorable Board of Mayor and Alderman  
City of Manchester, New Hampshire

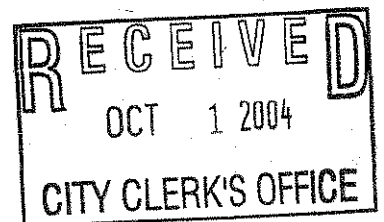
On:

October 1, 2004

Prepared For: Hanaby Homes, LLC  
289 North Bay Street  
Manchester, New Hampshire 03104

Prepared By: Keach-Nordstrom Associates, Inc.  
10 Commerce Park North, Suite 3B  
Bedford, New Hampshire 03110  
Phone: (603) 627-2881  
Fax: (603) 627-2915  
e-mail: [kna@keachnordstrom.com](mailto:kna@keachnordstrom.com)

KNA Project No. 04-0701-1



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KEACH-NORDSTROM ASSOCIATES, INC.

October 1, 2004

City of Manchester  
Board of Mayor and Alderman  
One City Hall Plaza  
Manchester, NH 03101

Subject: Proposed Amendment to the Zoning Map  
Tax Map 767 Lot 4 (25 Hackett Hill Road) and adjacent Lot 4B  
Manchester, New Hampshire

Dear Honorable Board of Mayor and Alderman:

On behalf of Hanaby Homes, LLC (the Applicant) and the Doris T. Therrien Trust (Owner of the subject property), I am hereby submitting this request for a proposed amendment to the Official Zoning Map of the City of Manchester for the purpose of rezoning the subject parcels from *R-S* (Residential Suburban) to *R-SM* (Residential Suburban Multi-Family).

Tax Map 767 Lot 4 (25 Hackett Hill Road) is the subject property and is located on the northwest corner of Front Street (NH Route 3A) and Hackett Hill Road. It is presently owned by the Doris T. Therrien Trust c/o Dorris T. Therrien, having an address of 1840 Stone House Lane, Lincoln, CA 95648. The parcel is 8.3-acres in size and presently contains one single-family residence. Tax Map 767 Lot 4B is a small 7,200 square-foot piece of land that has been carved out of the subject property and is owned by the City of Manchester. This small parcel is located adjacent to Hackett Hill Road and is surrounded by the subject property on all sides. As such, it has logically been incorporated into this request for rezoning.

The subject property lies along the southeasterly boundary of the existing *R-S* zoning district and is adjacent to an existing *R-SM* district to both the south (across Hackett Hill Road) and the east (across Front Street). The applicant is requesting that the Zoning Map be amended to expand the *R-SM* zoning district to include the subject property.

In accordance with Section 16.02.A of the Zoning Ordinance, we are submitting the enclosed material to describe the specific location, nature and purpose of the proposed amendment. We trust that you will find this material to be suitable for the intended purpose and that you will recognize the rationale and appropriateness of this proposed amendment. We thank you in advance for your consideration of this request.

Sincerely,

Jeffrey W. Lewis, PE  
Project Manager  
Keach-Nordstrom Associates, Inc.

Civil Engineering

Land Planning

Landscape Architecture

10 Commerce Park North, Suite 3B

Bedford, NH 03110

Phone (603) 627-2881

Fax (603) 627-2915

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## Attachments:

- Area Map Exhibit                      Exhibit A
- Existing Zoning Map                  Exhibit B
- Neighborhood Map Exhibit        Exhibit C
- Existing Tax Map                      Exhibit D

## ***I. Description of Area***

Proposed amendment to the Official Zoning Base District Map of a certain area of land in the City of Manchester, New Hampshire, described as follows:

Subject land being known as City of Manchester **Tax Map 767 Lot 4** owned by the Doris T. Therrien Trust and **Tax Map 767 Lot 4B** owned by the City of Manchester. Subject land is bounded as follows:

To the north by City of Manchester Tax Map 767 Lot 4A and Lot 6, owned respectively by Stanley G. Ziemba and by Richard P. Letendre;

To the east by Front Street, also known as NH Route 3A;

To the south by Hackett Hill Road; and

To the west by the F.E. Everett Turnpike;

Subject land contains 365,285 square feet more or less; with Lot 4 containing 361,085 square feet more or less, and Lot 4B containing 4,200 square feet more or less.

Subject Land more specifically illustrated on Exhibit A attached hereto.

## **II. Purpose and Intent**

The purpose of this proposed amendment is to change the present zoning classification of the subject land from *Residential Suburban (R-S)* to *Residential Suburban Multi-Family (R-SM)*. The proposed amendment is intended to allow the development of a multi-family and/or attached-townhouse, residential community on the subject parcel, Tax Map 767 Lot 4. Presently, the current zoning, *R-S*, allows for only single-family detached dwellings, a use that is neither prevalent in nor most appropriate for the surrounding neighborhood.

The local neighborhood within the area of the subject parcel is bounded to the west by the F.E. Everett Turnpike and to the east by the Merrimack River, and extends south along NH Route 3 (Front Street) into a residential area and north along Route 3 into the Town of Hooksett. With the exception of the adjacent self-storage facility on Tax Map 767 Lot 6, this Front Street neighborhood is comprised exclusively of multi-unit residential developments, located within the adjacent *R-SM* district. The majority of the existing residential uses in the area are either townhouse communities or multi-family developments. NH Route 3A (Front Street) is the major access road through this end of Manchester and provides direct access to nearly all of the existing uses in the surrounding neighborhood. Route 3A has a high traffic volume that approaches 16,000<sup>(1)</sup> cars per day on an average weekday.

The proposed zoning amendment is based on these general conditions of the existing neighborhood and on the intent of the subject zoning districts. The following sections will provide a more detailed break-down of the existing uses in the neighborhood and will describe the impact that the proposed amendment will have on the neighborhood as well as the impact to the City's economy, environment and municipal facilities.

<sup>(1)</sup> Source: NHDOT traffic data from station 285004 in August 2003

### ***III. Impact to the Affected Districts and to the Neighborhood***

The following is an "Evaluation of the impact of the proposed amendment within the affected district(s) and on existing adjacent neighborhoods," as required by the City of Manchester Zoning Ordinance under Article 16 Section 16.02(A), item No. 4 - *Proposed Amendments to the Zoning Map*.

The subject parcel is presently located within a small *Residential Suburban (RS)* zoning district in the north end of Manchester that abuts the Hooksett town line and is bisected by the F.E. Everett Turnpike (I-293). This local *R-S* district is comprised of only seven parcels of land, three of which are located on the opposite side of the Everett Turnpike from the subject parcel. Within the vicinity of the I-293 corridor in this part of Manchester, the Turnpike effectively acts a western boundary for the residential neighborhood, as land on the west side of the Turnpike is generally zoned *Research Park (RP)* or *Conservation (CV)* while land on the east side of the Turnpike is zoned exclusively residential as either *R-S* or *R-SM*.

Section 4.01.A.1 of the Zoning Ordinance states that the purpose of the *R-S* district is "to maintain a low density rural and suburban environment at the periphery of the City, with appropriate lot size to support single-family residential uses in areas generally located outside public sewer service areas. Non-residential uses are limited to those uses that are found to be compatible with low density residential living." The curious nature of the subject *R-S* district is that it is divided into two distinct halves by the Turnpike and that it is comprised of mixed uses that don't seem to be compatible with this definition in the Ordinance. In fact, of the seven existing parcels located with the subject *R-S* district, only one is a single-family residence (Map 767 Lot 1); it is located on the opposite side of the Turnpike at the western edge of the district boundary. In contrast, there are three are non-conforming, non-residential uses located within the district, two of which are adjacent to the subject parcel. These include: Manchester Self-Storage on Map 767 Lot 6, directly adjacent to the subject parcel; Poultry Products Northeast on Map 767 Lot 5 with access from Bemis Savoie Road; and Hackett Hill Healthcare Center on Map 767 Lot 3A, located on the opposite side of the Turnpike. The remaining three parcels include: Map 767 Lot 2 which is located on the opposite side of the Turnpike and contains a power transmission line owned by Public Service Company of New Hampshire (PSNH); Map 767 Lot 4A which is a 1.5-acre undeveloped parcel on Bemis Savoie Road situated between Manchester Self-Storage and Poultry Products Northeast; and the subject, 8.3-acre, undeveloped parcel of land.

With respect to the location of the subject parcel within the *R-S* district, it is located directly adjacent to existing multi-unit developments on both the east and south sides, and it has access to public sewer, which is available in Hackett Hill Road. Rezoning of the subject parcel to *R-SM* will not only provide for a more appropriate use of the parcel itself, but it will also be immaterial to the remaining *R-S* district, which is essentially out of place as is.

In contrast to the definition of the *R-S* district, Section 4.01.A.5 of the Zoning Ordinance that states the purpose of the *R-SM* district is to "create opportunities for new townhouse and multi-family development on tracts of adequate size to constitute a neighborhood unit which is reasonably related to the capacity of streets and the scale of other developments in

adjoining areas." The *R-SM* district that abuts the subject property to both the south, across Hackett Hill Road, and to the east, across Front Street, is comprised of six separate multi-unit developments within the Front Street neighborhood ranging in size from 3-acres to 22-acres. The densities of these existing multi-unit developments range from 9.4 to 19.7-units per acre with an average overall density of 12.9-units per acre. The subject 8.3-acre parcel contains approximately 5.4-acres of buildable land area, as defined in Section 3.03 of the Zoning Ordinance. Under the provisions outlined in Sections 8.01 & 8.04 of the Zoning Ordinance for a parcel zoned *R-SM*, the subject parcel could sustain a townhouse or multi-family development of up to 66 units. This corresponds to a maximum allowable development density of 7.95 units per acre for the subject site, which is well below the average density of the existing developments in the neighborhood.

With respect to the capacity of the existing streets, both Hackett Hill Road and NH Route 3A provide more than adequate access to the subject parcel for a development of the allowable density. For a multi-unit development on the subject parcel, a sole access from Hackett Hill Road would likely be provided since there is already a stop-controlled condition at the intersection of Route 3A.

Under the current zoning of the *R-S* district the only permitted residential use that could be developed on this subject parcel is a single-family subdivision, which could potentially carve out five to six house lots along Route 3A. However, these lots would be located within a multi-family neighborhood and would have driveway access onto Route 3A, creating an undesirable situation given the nearly 16,000 vehicles per day on that road.

Rezoning of the subject parcel from *R-S* to *R-SM* in order to allow for a multi-unit development is a logical occurrence given the nature of the two districts in this vicinity and the appropriateness of such a development within the existing neighborhood. In addition, a multi-unit development on the subject parcel would in no way be intrusive to the surrounding land uses, but would in fact be exceedingly compatible.

#### ***IV. Impact to the City***

The following is a "statement of the impact of the proposed amendment on the City's economy, environment, municipal services, and municipal facilities," as required by the City of Manchester Zoning Ordinance under Article 16 Section 16.02(A), item No. 5 - *Proposed Amendments to the Zoning Map*.

##### **City Economy:**

The obvious impact to the City's economy would be the benefit in the increase in the property tax base. Additionally, by allowing for the development of multi-family dwelling units, the proposed amendment would create the possibility of providing middle-income housing in the City, a needed component to sustain the workforce. This proposed zoning amendment will likely have a small but positive impact on the City's economy as a whole.

##### **Municipal Facilities:**

The impact of the proposed amendment on the City's facilities (i.e. water, sewer, highways and public buildings) would be considered nominal. With existing water and sewer lines available in Hackett Hill Road, there would be no major impact to these utilities: only the standard impacts encountered during any site improvement project. No highway improvement would be required since the site would be easily accessible by a driveway connection to Hackett Hill Road.

The proposed amendment would have a mild impact on the existing City school system. By rezoning the parcel from R-S to R-SM the effective, allowable density would change from a maximum of five or six single-family homes to a maximum of 66 multi-unit condominiums (or apartments). However, it is expected that the average number of students per unit in a multi-family development would be less than the average number per household in a single-family neighborhood. City of Manchester Enrollment Tabulations<sup>(2)</sup> for the Fall 2003 school year suggest that the average enrollment of a three bedroom single-family home is more than three times that of a two-bedroom condominium (0.458 per unit compared to 0.143 per unit, respectively). Using these estimates, a likely development of two-bedroom condominiums on the subject property would result in approximately nine to ten students while a single-family subdivision would result in approximately two to three. As such, the proposed rezoning amendment would ultimately lead to an expected net increase in enrollment of six to eight students.

##### **Municipal Services:**

A proposed multi-family and/or townhouse development would have either a condominium association or a property manager that would be responsible for providing many of the services that would otherwise be provided by the City. Such services would include trash and yard waste removal from the site, snowplowing and maintenance of the private roadways, and maintenance of utilities and facilities, such as water sewer and street lights. The costs for these services would be paid directly by the property owner(s) and would not burden the existing municipal services of the City.

<sup>(2)</sup> available through the City of Manchester Planning Department

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**Environment:**

The subject parcel is not located within any designated, environmentally sensitive area. It is the last remaining undeveloped property in the immediate vicinity and is bounded on all sides by existing developments and by the Turnpike. The property is not known nor expected to be part of any wildlife corridor since it abuts the Turnpike directly to the west and abuts commercial and residential developments to the north, east and south. There are no known endangered or threatened plant or animal species onsite that would be affected by a proposed development.

The property itself is located outside the Shoreland Protection Area of the nearby Merrimack River but it does contain a fairly sizeable wetland complex and a seasonal brook that flows to the River. Neither the wetland nor the brook would need to be impacted in order to develop the property; any development of the property would be required to maintain a 25-foot building setback from the wetland per Section 6.09 of the Zoning Ordinance. Development of the property into a multi-family use would likely result in nearly half of the property remaining as natural open-space.

Similar to other residential areas, a proposed development on this property would not be expected to contribute excessively to noise, air, light or water pollution. In addition, the subject property would be developed in accordance with the City Site Plan Regulations and it would require approval from the City Planning Board, which would ensure that any environmental considerations were taken into account, such as discharge of storm water runoff or site lighting.

The proposed zoning amendment should have no significant impact on the City's environment, considering the size and nature of the subject property and the types of residential uses that could be developed.



## **V. Owner, Applicant & Abutters' Addresses**

| <b>Tax Map</b> | <b>Lot</b> | <b>Owner Name &amp; Address</b>                                    |
|----------------|------------|--|
| 767            | 4          | Doris Therrien Trust<br>1840 Stone House Lane<br>Lincoln, CA 95648 |
| 767            | 4B         | City of Manchester<br>One City Hall Plaza<br>Manchester, NH 03101  |

### **Applicant Name & Address**

Hanaby Homes  
289 North Bay Street  
Manchester, NH

### **Agent Name & Address**

Jeffrey W. Lewis, P.E.  
Keach-Nordstrom Associates, Inc.  
10 Commerce Park North, Suite 3B  
Bedford, NH 03110

| <b>Tax Map</b> | <b>Lot</b> | <b>Abutters - Name &amp; Address</b>                                  |
|----------------|------------|---|
| 767            | 4A         | Stanley G. Ziemba<br>323 Woodcrest Center<br>Manchester, NH 03109     |
| 767            | 5          | Bemis Savoie Road LLC.<br>433 Bemis Savoie Road<br>Hooksett, NH 03106 |
| 767            | 6          | Richard P. Letendre<br>2200 Front Street<br>Manchester, NH 03102      |
| 767            | 7A         | Regency Heights, LLC<br>P.O. Box 1166<br>Salem, NH 03079              |

|                              |       |                                      |
|------------------------------|-------|--------------------------------------|
| 767                          | 7     | Greenvview Associates LTD. Partners  |
| 767-C                        | 1 & 3 | P.O. Box 1166                        |
|                              |       | Salem, NH 03079                      |
| 767                          | 10C   | SNHS Farmington Elderly Housing Inc. |
|                              |       | 40 Pine Street                       |
|                              |       | Manchester, NH 03103                 |
| F.E. Everett Turnpike (I293) |       | State of New Hampshire               |
|                              |       | Dept. of Transportation              |
|                              |       | P.O. Box 483                         |
|                              |       | 7 Hazen Drive                        |
|                              |       | Concord, NH 03302                    |
| 767A                         |       | Oak Brook Condominium Association    |
|                              |       | 18 Northbrook Drive                  |
|                              |       | Manchester, NH 03102                 |
|                              |       | Janet Reilly, President              |
|                              |       | Oak Brook Condominium Association    |
|                              |       | 2 Northbrook Drive, #212             |
|                              |       | Manchester, NH 03102                 |
|                              |       | Anne Schmidt, Vice President         |
|                              |       | Oak Brook Condominium Association    |
|                              |       | 2 Northbrook Drive, #203             |
|                              |       | Manchester, NH 03102                 |
|                              |       | David Gladu, Treasurer               |
|                              |       | Oak Brook Condominium Association    |
|                              |       | 16 Northbrook Drive, #1607           |
|                              |       | Manchester, NH 03102                 |



F.E. EVERETT TURNPIKE (1293)

N61°01'43"E

806.55'

S30°03'31"E  
194.65'

S03°34'53"E  
340.00'

MAP 767  
LOT 4

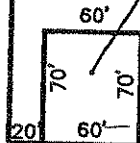
L=516.64'  
R=1178.90

(NH ROUTE 3A)

FRONT STREET

S51°28'02"W  
155.52'

MAP 767  
LOT 4B



420.66' N28°53'24"W

HACKETT HILL ROAD

AREA OF PARCELS:

LOT 4: 361,085 SF (8.289 AC.) MORE OR LESS  
LOT 4B: 4,200 SF (9.09 AC.) MORE OR LESS



KEACH-NORDSTROM ASSOCIATES, INC.

Civil Engineering Land Planning Landscape Architecture  
10 Commerce Park North, Suite 302, Bedford, NH 03110 Phone (603) 837-8881

EXHIBIT A  
AREA MAP EXHIBIT  
MAP 767 LOT 4 & 4B  
MANCHESTER, NEW HAMPSHIRE

PROJ. NO. 04-0701-I

SCALE: NOT TO SCALE

14

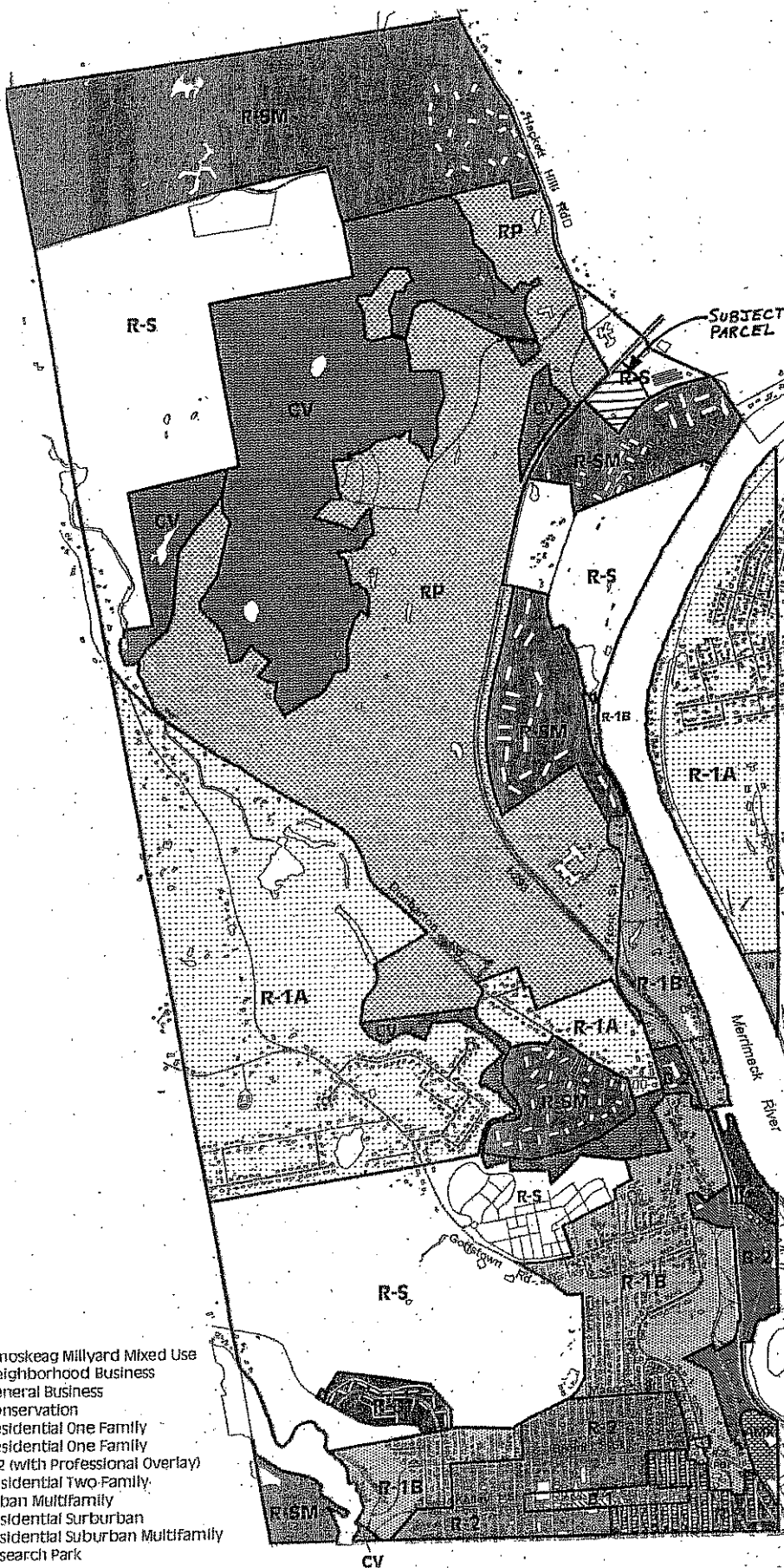


EXHIBIT B  
-EXISTING ZONING MAP

Districts:

|        |                                  |
|--------|----------------------------------|
| AMX    | Amoskeag Millyard Mixed Use      |
| B-1    | Neighborhood Business            |
| B-2    | General Business                 |
| CV     | Conservation                     |
| R-1A   | Residential One Family           |
| R-1B   | Residential One Family           |
| R-2(P) | R-2 (with Professional Overlay)  |
| R-2    | Residential Two-Family           |
| R-3    | Urban Multifamily                |
| R-5    | Residential Suburban             |
| R-SM   | Residential Suburban Multifamily |
| RP     | Research Park                    |

**Zoning Ordinance**

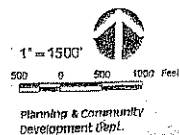
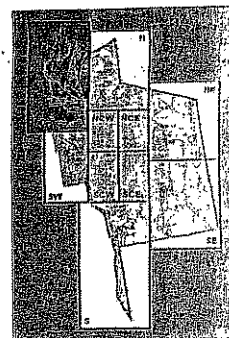
City of Manchester

Effective February 7, 2001

Amended:

This map represents a simplified version of the Official Zoning Map on file with the City.

Section NW



# **SUBJECT PARCEL**

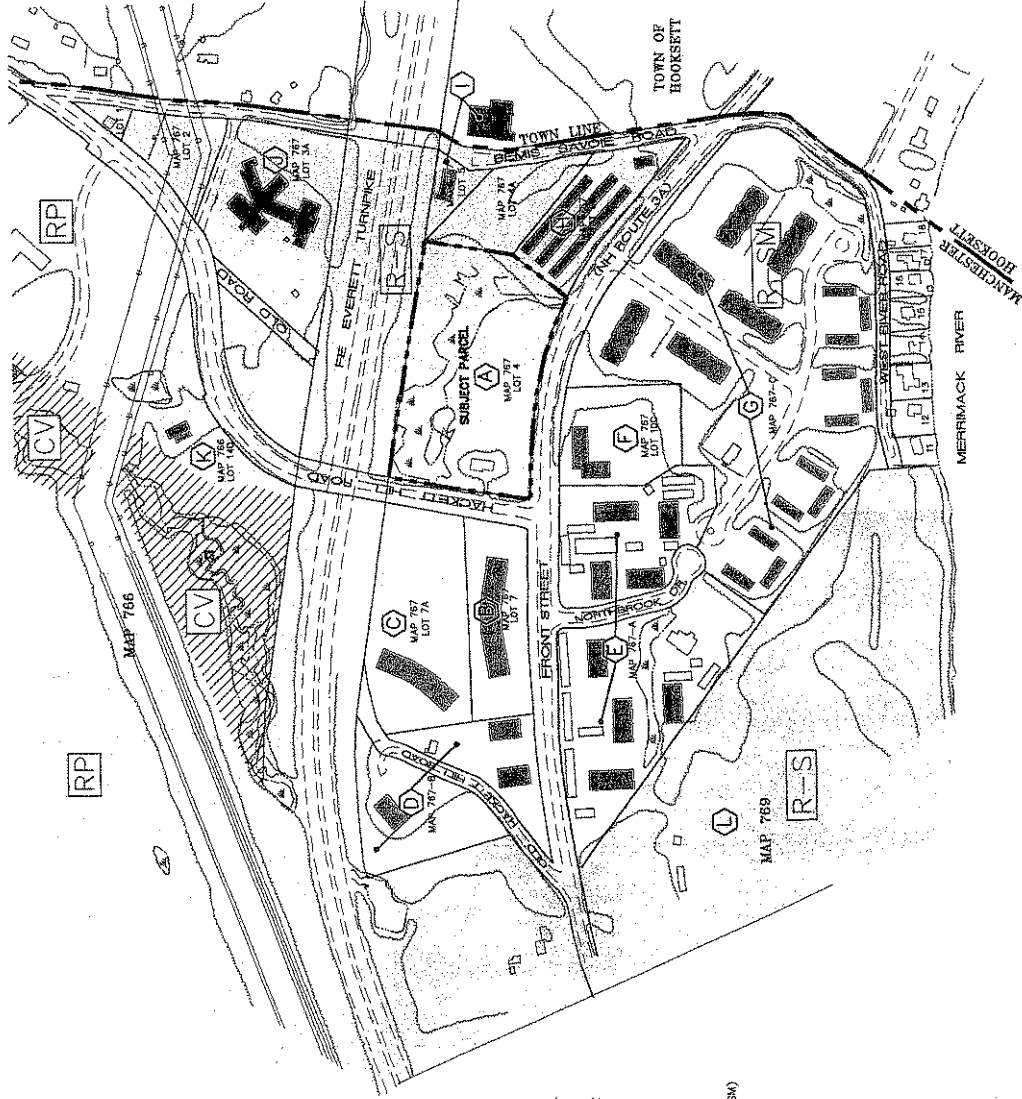
MAP 787 LOT 4  
 PARCEL SIZE: 261,000 SQ. FT. (6.3 AC)  
 BUILDING AREA: 1,000,000 SQ. FT.  
 MAXIMUM ALLOWABLE R-S-SM DISTRICT: 66 UNITS  
 CORRESPONDING DENSITY: 7.96 UNITS/AC

## **EXISTING MULTI-UNIT DEVELOPMENTS**

- REGENCY WEST**  
 MAP 787 LOT 7  
 PARCEL SIZE: 1.56 AC  
 # OF EXISTING UNITS: 70 APARTMENTS  
 DENSITY: 19.7 UNITS/AC
- REGENCY HEIGHTS**  
 MAP 787 LOT 7A  
 PARCEL SIZE: 1.56 AC  
 # OF EXISTING UNITS: 48 APARTMENTS  
 DENSITY: 8.4 UNITS/AC
- WESTBROOK CONDOMINIUM HOMES**  
 MAP 787-B  
 PARCEL SIZE: 1.08 AC  
 # OF EXISTING UNITS: 72 CONDOS  
 DENSITY: 14.3 UNITS/AC
- WARRAW CONDOMINIUM HOMES**  
 MAP 787-A  
 PARCEL SIZE: 11.33 AC  
 # OF EXISTING UNITS: 162 CONDOS  
 DENSITY: 14.3 UNITS/AC
- GREENVIEW VILLAGE**  
 MAP 787-C  
 PARCEL SIZE: 2.82 AC  
 # OF EXISTING UNITS: 41 APARTMENTS  
 DENSITY: 14.5 UNITS/AC
- GREENVIEW VILLAGE**  
 MAP 787-D  
 PARCEL SIZE: 2.25 AC  
 # OF EXISTING UNITS: 232 UNITS (160 APTS & 72 CONDOS)  
 DENSITY: 10.4 UNITS/AC

## **EXISTING NON-RESIDENTIAL USES**

- H** MANCHESTER SELF STORAGE  
 MAP 787 LOT C
- I** DILLERY PRODUCTS NORTH-EAST  
 MAP 787 LOT 5
- J** HACKETT HILL HEALTHCARE CENTER  
 MAP 787 LOT 3A
- K** MANCHESTER FIRE STATION #4  
 MAP 788 LOT 14D
- L** INTERVALLE COUNTRY CLUB



### **NOTES**

1. THIS PLAN DEPICTS THE CURRENT ZONING DISTRICTS AND EXISTING LAND USES IN THE FRONT STREET / HACKETT HILL ROAD NEIGHBORHOOD.
2. THE PROPOSED ZONING AMENDMENT WILL CHANGE THE SUBJECT PARCEL FROM THE CURRENT R-S DISTRICT TO THE ADJACENT R-SM DISTRICT.

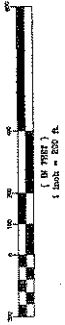
### **ZONING DISTRICTS**

- ☐ RESIDENTIAL SUBURBAN (R-S)
- ☐ RESIDENTIAL SUBURBAN MULTIFAMILY (R-SM)
- ☐ RESEARCH PARK (RP)
- ☐ CONSERVATION (CV)
- ☐ TOWN OF HOOKSETT

### **EXISTING USES**

- ☐ MULTIFAMILY/CONDOMINIUM
- ☐ SINGLE-FAMILY
- ☐ NON-RESIDENTIAL

### **GRAPHIC SCALE**



NEIGHBORHOOD MAP EXHIBIT PREPARED FOR:

**25 HACKETT HILL ROAD**

TAX MAP 787 LOT 4, MANCHESTER, NEW HAMPSHIRE

**KM**  
 KRAIG-KORDESTRAN ASSOCIATES, INC.  
 CIVIL ENGINEERING Land Planning Landscape Architecture  
 10 Commercial Park Drive, Suite 200, Bedford, NH 03110 Phone (603) 457-0001

PROJECT NO. 04-0701-1  
 DATE: SEPT. 2004  
 SCALE: 1" = 200'  
 SHEET 1 OF 1

**EXHIBIT C**  
 NEIGHBORHOOD MAP EXHIBIT

PREPARED FOR:  
 MANABY HOMES, LLC  
 255 NORTH BAY STREET  
 MANCHESTER, NH 03104

MANABY HOMES, LLC  
 DATE: SEPT. 2004  
 SCALE: 1" = 200'  
 SHEET 1 OF 1

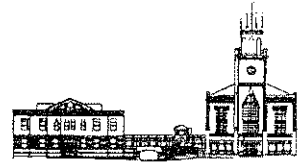


Robert S. MacKenzie, AICP  
Director

# CITY OF MANCHESTER

## Planning and Community Development

Planning  
Community Improvement Program  
Growth Management



Staff to:  
Planning Board  
Heritage Commission  
Milliard Design Review Committee

October 20, 2004

Mr. Leo Bernier, City Clerk  
City of Manchester  
One City Hall Plaza  
Manchester, NH 03101

*Re: Technical Review, Rezoning Petition – Front Street & Hackett Hill Road*

Dear Mr. Bernier:

In accordance with the procedures on rezoning requests, the following information is being provided to your office in consideration of a rezoning request filed by Keach-Nordstrom Associates, Inc. on behalf of their clients, Hanaby Homes, LLC and Doris T. Terrien Trust.

The subject parcel involves two parcels at the northwest corner of Front Street and Hackett Hill Road. One parcel is 8.3 acres in size, with a single-family residence. The other parcel is vacant, is owned by the City of Manchester and is 0.09 acres in size. The subject property is currently zoned R-S. The applicant is requesting that the zoning district be changed to R-SM.

Presently, the land at the southwest corner of Front Street and Hackett Hill Road is zoned R-SM and contains multi-family apartments. The land on the easterly side of Front Street is zoned R-SM and contains a mix of multi-family apartments and townhouse units. The proposal for the land, if rezoned, would be for multi-family apartments and/or townhouse units, which are permitted in the R-SM district.

The Master Plan for the City of Manchester indicates that the future development of this area of the City should be "Suburban Multi-family". The petition would be consistent with the Master Plan.

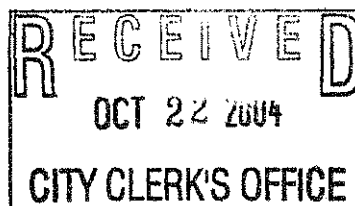
From a technical perspective, the petition may be forwarded to the Board of Mayor and Aldermen for consideration. The rezoning petition is complete and provides information consistent with Section 16.02 of the Manchester Zoning Ordinance.

Consistent with the policy for rezoning petitions, the planning staff is providing a copy of the petition to the Planning Board, the Building Department and the Office of the City Solicitor for comment.

Please let me know when this will be referred to the Board of Mayor and Aldermen for consideration so that I will be available to answer questions.

Sincerely,

Robert S. MacKenzie, AICP  
Planning Director



One City Hall Plaza, Manchester, New Hampshire 03101  
Phone: (603) 624-6450 FAX: (603) 624-6529  
E-mail: [planning@ci.manchester.nh.us](mailto:planning@ci.manchester.nh.us)  
[www.ci.manchester.nh.us](http://www.ci.manchester.nh.us)

14

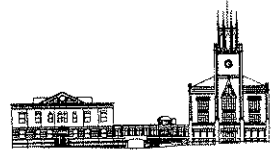
**Short Title**  
**Rezoning Petition**  
**Front Street/Hackett Hill Road**

“Amending the Zoning Ordinance of the City of Manchester by extending the R-SM (Residential Suburban Multi-Family) zoning district to include property currently zoned R-S (Residential Suburban) located on Front Street and Hackett Hill Road and known as Tax Map 767, Lots 4 and 4B.”



# CITY OF MANCHESTER

*Chief Negotiator / Labor Contract Administrator*



One City Hall Plaza  
Manchester, New Hampshire 03101-4000  
Tel: (603) 624-6532 • Fax: (603) 624-6528

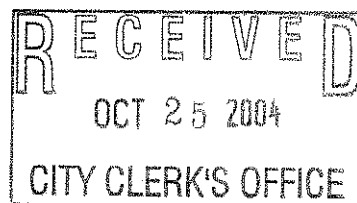
## MEMORANDUM

To: Leo Bernier, City Clerk  
From: David Hodgen *DAH*  
Date: October 25, 2004  
Re: Session with Board of Mayor and Aldermen, November 3, 2004

Please schedule a strategy session with the Board of Mayor and Aldermen after the regular session on November 3, 2004 to discuss Union negotiations.

Information regarding this matter will be transmitted to the Board under separate cove.

DAH:jac  
Cc: Mayor Baines



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